



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2026-526

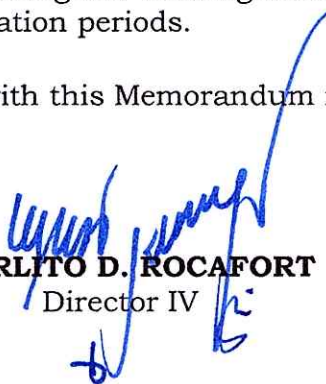
August 5, 2026

Regional Memorandum
No. 526, s. 2026

**GRANT OF VACATION SERVICE CREDITS TO TEACHERS WHO
SERVE AS EXAMINATION PERSONNEL DURING THE CIVIL
SERVICE EXAMINATION-PENCIL AND PAPER TEST
(CSE-PPT) ON AUGUST 9, 2026**

To **Schools Division Superintendents**
Public Elementary and Secondary School Heads
All Others Concerned

1. This is in reference to the letter of **Atty. Marites P. Lappay, Director IV, Civil Service Commission (CSC) Regional Office IV**, requesting support in the conduct of the Civil Service Examination-Pencil and Paper Test (CSE-PPT) scheduled on August 9, 2026 in the five (5) provinces of this Region.
2. The Civil Service Commission, as the general personnel agency of government, regularly taps public school teachers to serve as examination personnel during CSC examinations. These assignments are usually conducted on Sundays, with orientation held on Saturdays to avoid disruption of classes.
3. For information and guidance of all concerned, teachers who will render service during the said CSC examination activities may be granted Vacation Service Credits (VSC), subject to existing DepEd rules and regulations.
4. The grant of VSC is anchored on:
 1. CSC Memorandum Circular No. 41, s. 1998, as amended – Omnibus Rules on Leave, which provides the framework for leave benefits including special leave credits; and
 2. DepEd guidelines – which recognize that teachers may earn VSC for authorized services rendered beyond regular working hours, including weekends, holidays, and vacation periods.
5. Immediate dissemination of and compliance with this Memorandum is hereby directed.


CARLITO D. ROCAFORT
Director IV

Incls.: As stated
08C/ROA/P1



Records-ILA01-2026-388

CSC REGIONAL OFFICE IV

29 June 2026

CARLITO D. ROCAFORT

Director IV

Department of Education Region IV-A (CALABARZON)

Gate 2, Karangalan Village, Cainta, Rizal, Philippines

region4a@deped.gov.ph



Dear **Director Rocafort**:

Greetings from Civil Service Commission!

The Civil Service Commission (CSC), as the central personnel agency of the government, is tasked with ensuring that appointments in the public service are based on merit and fitness. In line with this, the CSC conducts civil service examinations as a key mechanism for recruiting qualified individuals into government service.

Under the Administrative Code of 1987 (Executive Order No. 292), the CSC is authorized to supervise and administer civil service examinations and may call upon other government agencies and personnel to assist in their preparation and conduct.

In support of this mandate, public school teachers under the Department of Education (DepEd) are regularly requested to serve as examination personnel during CSC examination days, which are usually held on Sundays. These assignments require teachers to report early in the morning and perform critical duties to ensure the smooth, secure, and credible conduct of the examinations. Moreover, briefing or orientations are also conducted during Saturdays to avoid disruption of classes.

In this regard, this Office respectfully requests the grant of **Vacation Service Credits (VSC)** to teachers who render service during CSC examination activities, subject to existing DepEd policies.

The grant of VSC is consistent with established government leave rules. The Civil Service Commission's Omnibus Rules on Leave (CSC Memorandum Circular No. 41, s. 1998, as amended) provides the general framework for leave benefits of government employees, including special leave credits. Further, DepEd guidelines recognize that teachers may earn Vacation Service Credits for authorized services rendered beyond regular working hours, including activities conducted during weekends, holidays, and vacation periods.

RECEIVED
JUL 28 2026

BY: _____
ro04@csc.gov.ph

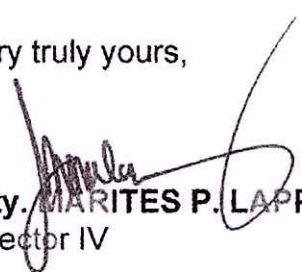
Granting Vacation Service Credits provides meaningful benefits to teachers, as these credits may be used to offset absences due to illness or personal needs, while helping prevent salary deductions. More importantly, it serves as a fair and practical recognition of their extra time, effort, and responsibility in supporting national examination activities. This, in turn, helps sustain morale, promotes employee well-being, and encourages continued cooperation in future inter-agency initiatives.

Given the vital role teachers play in ensuring the integrity of the civil service examination process, we respectfully seek your favorable consideration of this request for the conduct of our next Civil Service Examination Pencil and Paper Test (CSE-PPT) on August 9, 2026 in the five (5) provinces in Region IV-A (CALABARZON).

Should you have any concerns regarding this, Ms. Maria Teresa C. Araña of our Examination Services Division will coordinate with you. Alternatively, you may also reach her at phone number 0924-472-3813 and email address ro04.esd@csc.gov.ph.

Thank you for your continued support to the programs and projects of the Commission.

Very truly yours,



Atty. MARITES P. LAPPAY
Director IV

MPL/EPU/ESD/mtca
Comm_DepEd-IVA_RequestforServiceCredits