



Republic of the Philippines
Department of Education
Region V – Bicol


SCHOOLS DIVISION OFFICE OF CATANDUANES

OFFICE DIVISION OF CATANDUANES
SEP 12 2022
DATE: _____ TIME: 1:38 pm

MEMORANDUM

OSDS-PER-UM-09-12-22/MBL

TO : Chief Education Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

FROM : 
SUSAN S. COLLANO
Schools Division Superintendent

SUBJECT : **GRANTING OF SERVICE CREDITS DURING EOSY RITES**

DATE : September 12, 2022

1. Relative to DepEd Memorandum No. 077 s. 2022 dated August 30, 2022, Unnumbered Division Memorandum dated August 31, 2022 re: Computation of Public-School Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2021 – 2022 stating that June 25, 2022 is the start of the Long School Break, this Office is granting vacation service credits to teachers who rendered services on June 25-July 2, 2022.
2. Implementing Units are advised to submit Special Order to be numbered at the Human Resource Management Office together with the accomplished Daily Time Record and photocopy of logbook or other official attendance monitoring mechanisms to be used for verification purposes.
3. For elementary schools, the Administrative Officer II assigned to every district shall be the in charge in the preparation and submission of Special Order to be signed by the School Heads.
4. Submission of Special Order shall be on or before September 20, 2022.
5. This Office reminds all concerned on the provisions of DepEd Order No. 53, s. 2003 re: Updated Guidelines on the Grant of Vacation Service Credits to Teachers, *"the number of days of vacation service credits granted to a Teacher shall not exceed Fifteen (15) working days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director."*
6. Per DepEd Order No. 65, s. 2021, *"the 15-day limitation under DepEd Order No. 53, s. 2003 is suspended to allow the teachers to claim service credits exceeding 15 days"* is only valid for services rendered during holidays or weekends from June 1, 2020 to July 10, 2021.
7. For information and guidance of all concerned.

