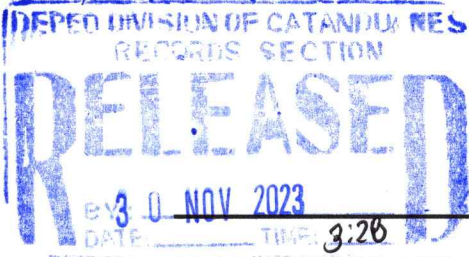




Republic of the Philippines
Department of Education
REGION V - BICOL

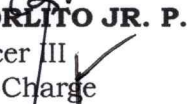
SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM
OSDS-PER-UM-11-30-2023/MBL

TO : Assistant School Division Superintendent
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads/TICs
Section Chiefs
Teaching Personnel
All Other Concerned

FROM : By Authority of the Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Legal Officer III
Officer-In-Charge

SUBJECT : **REQUEST FOR POLICY FEEDBACK ON THE DRAFT
REVISED GUIDELINES ON THE GRANT OF SERVICE
CREDITS FOR TEACHERS**

DATE : 30 November 2023

In view of the Memorandum received dated November 28, 2023, Re: *Request for Comments on the Draft Revised Policy on the Grant of Service Credits for Teachers*, this Office is requesting comments/inputs on the draft policy on the grant of vacation service credits for teachers in line with the Department's MATATAG Agenda to give support to teachers to teach better by providing additional benefits and implementing policies in relation to the rationalization of teacher workload and payment of teaching overload.

Attached to this memorandum is the feedback form on the proposed *Revised Policy on the Grant of Service Credits for Teachers*.

This Office would highly appreciate receiving your feedback and comments through the link <https://bit.ly/PolicyFeedbackonSC> on or before **December 1, 2023, at 9:00 AM.**

For information, guidance, and wide dissemination.



San Roque, Virac, Catanduanes

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1847

FOR : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

ATTENTION : **DEPED REGIONAL DIRECTORS**

FROM : 
WILFREDO E. CABRAL
*Director IV, Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development*

SUBJECT : **REQUEST FOR COMMENTS ON THE DRAFT REVISED POLICY
ON THE GRANT OF SERVICE CREDITS FOR TEACHERS**

DATE : 28 November 2023

This is in reference to the ongoing initiative of the Bureau of Human Resource and Organizational Development (BHROD), through the Personnel Division to review and enhance the policy on the grant of vacation service credits for teachers, in line with the Department's MATATAG Agenda to give support to teachers to teach better by providing additional benefits and implementing policies in relation to the rationalization of teacher workload and payment of teaching overload.

Attached to this memorandum is the draft document on the proposed *Revised Policy on the Grant of Service Credits for Teachers*.

The proposed policy highlights the following:

- a. Amendments on existing DepEd issuances on the Grant of Service Credits (SC) to Teachers, to **align governing issuances (RA 4690, CSC issuances) vis-à-vis the current conditions** and circumstances encountered by our teaching personnel.
 - b. Provide **clear definition of terms** used in the grant of SC & PVP to ensure the uniform interpretation of its provisions.
 - c. **Expansion of authorized activities eligible for VSC** in relation to the latest innovations in teaching delivery, implementation of reforms on the basic education programs, and participation to different programs conducted by other government bodies, as may be allowed by existing laws.
 - d. **Increase the allowable number of SCs earned by teachers** and provide clear instructions on allowable number of SC earned per authorized activity attended.
-

- e. Inclusion of **conversion of teaching overload to SC.**
- f. Streamline the process on the administration of SC, including the **setting of timelines on the submission and claiming of SCs** for authorized activities attended.
- g. The **procedures for the application of SC in relation to the offsetting of PVP** due to absences and late appointment.

In view of the above, this Office is requesting comments/inputs from Regional Directors on the draft policy to ensure its feasibility in all DepEd schools and offices. We would highly appreciate receiving the **accomplished Policy Feedback Template on or before 01 December 2023, Friday** through email at bhrod.pd@deped.gov.ph.

Should there be no feedback or comments on the indicated date, the contents of the attached documents shall be deemed accepted from your end.

Furthermore, in fulfillment of the requirements and conditions for legal clearance, this Office also requests a written clearance/approval on the draft policy on the Revised Guidelines on the Grant of Service Credits for Teachers.

Thank you very much.

Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

Region	
SDO	
School	
Name of Respondent (Optional)	

Section	Provision	Comments/Inputs	Suggested Revision
I. Rationale	<p>1. Republic Act (RA) No. 4670 otherwise known as the Magna Carta for Public Schools Teachers has delegated to the Department of Education (DepEd) the authority and responsibility to ensure the proper implementation of its provisions through the formulation of the necessary rules and regulations and the preparation of the budgetary requirements for the benefits stipulated therein. Under Rule III, Section 14 of RA 4670, additional compensation shall be paid to teachers for co-curricular, out-of-school activities and any other activities outside their normal duties.</p> <p>2. Former President Ferdinand E. Marcos Sr. through Letter of Instruction No. 1509 dated 16 January 1986, directed the Department together with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) to prepare the guidelines on the grant of service credits to teachers for official work authorized by DepEd, performed during Christmas, Summer School Vacations or during regular school year.</p> <p>3. Further, it is stated in CSC Memorandum Circular (MC) No. 41, s. 1998 as amended by CSC MC No. 9, s. 2012 or the Amendment to Section 6 (Teacher's Leave) Rule XVI of the Omnibus Rules on Leave that teachers shall not be entitled to the usual vacation and sick leave credits and are allowed to earn Vacation Service Credits (VSC) for services rendered during Christmas and summer break.</p> <p>4. In order to effectively implement the abovementioned issuances, the Department has issued DepEd Order (DO) No. 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and its addendum, DO No. 84, s. 2003, to provide clear instructions on the application and administration of service credits</p>		

Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

	<p>5. However, due to the continuous development and significant changes in the delivery of the K to 12 basic education programs brought by emerging new technologies and approaches in teaching, teachers who have been selected or required to perform activities, attend capacity building trainings, seminars, and workshops/writesshops during weekends, holidays, or beyond the required eight (8) hour work day but are not among the eligible activities for grant of service credits in the earlier issuances.</p> <p>In view of the above and in fulfillment of the Department's MATATAG agenda to give support to teachers to teach better by providing additional benefits, this Order is promulgated in order to align existing and governing issuances vis-à-vis the current conditions and circumstances encountered by teaching personnel and to provide clear and unequivocal guidelines on the eligible and ineligible activities for grant of service credits, processing procedures, prescription period, among others, to ensure uniform implementation by all governance levels.</p>		
<p>II. Scope of the Policy</p>	<p>This DepEd Order provides the revised guidelines on the grant of service credits for all public-school teachers who are employed on permanent or provisional appointment in all public elementary, junior, and senior high schools.</p>		
<p>III. Definition of Terms</p>	<p>For purposes of these guidelines, the following terms are defined as follows:</p> <p>1. Head of Office refers to the highest official in each governance level. For Central Office (CO), Head of Office refers to the Secretary or his/her designated Undersecretary/Assistant Secretary/Bureau or Service Director supervising a specific strand/bureau/service/office/unit. For Regional Offices (ROs), Head of Office refers to the Regional Director (RD). For Schools Division Offices (SDOs), Head of Office refers to the Schools Division Superintendent (SDS).</p>		

Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

	<p>2. Proportional Vacation Pay (PVP) refers to compensation of teaching personnel during Christmas and summer/long vacation computed in proportion to the number of days teachers have served during the school year.</p>		
	<p>3. Regular Teaching Load refers to actual classroom teaching equivalent to six (6) hours a day or thirty (30) hours a week.</p>		
	<p>4. Service Credits (SC) refers to the vacation service credits or leave credits earned by public school teachers for services rendered during activities authorized by proper authorities during summer/long and Christmas vacation, weekends and holidays, and teaching overload. These credits are used to offset absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointments.</p>		
	<p>5. Teachers refers to those occupying teaching positions that are directly engaged in teaching or in the delivery of instruction in the elementary and secondary levels (junior high school and senior high school) on a full-time basis.</p>		
	<p>6. Teaching Overload refers to the actual classroom teaching in excess of the regular teaching load. Teaching overload shall not exceed two (2) hours a day or ten (10) hours a week.</p>		
<p>IV. Policy Statement</p>	<p>As the Department recognizes the services extended by teachers outside their regular functions and/or beyond the regular work hours/days where monetary remuneration or honorarium is not possible, including instances wherein additional work is demanded to ensure the delivery of quality basic education, this policy shall provide the revised guidelines on the purpose, coverage, procedures, and eligibility of activities relative to the grant of service credits for public-school teachers. It aims to increase the engagement of teaching personnel to the different activities and programs conducted in the national, regional, and divisional level, led by DepEd, its partners and stakeholders.</p>		
<p>V. General Policies</p>	<p>A. Service Credits</p> <p>1. For the purposes of computing service credits:</p> <p>a. One (1) workday of service credit shall be earned for every eight (8) hours of rendered service for eligible activities conducted during weekdays (Refer to Annex A);</p>		

	<ol style="list-style-type: none"> b. For eligible activities conducted during weekends and holidays, one (1) hour of service rendered shall be equivalent to 1.5 hours of service credit (Refer to Annex B); and c. One (1) hour of teaching overload shall be equivalent to 1.25 hours of service credit (Refer to Annex C). <ol style="list-style-type: none"> 2. The number of days of service credit granted to teachers in a year shall be based on the following: <ol style="list-style-type: none"> a. Incumbents with one (1) or more years of service shall be entitled to not more than thirty (30) days of service credits for one calendar year, exclusive of number of days of teaching overload converted as service credits due to insufficiency of funds. b. New hires shall be entitled to not more than forty-five (45) days, specifically with late appointments. Appointments issued four (4) months after the first day of classes are considered late appointments. 3. Teachers reassigned to perform non-teaching functions including those who are designated as Teacher-in-Charge (TIC) with teaching load shall earn vacation and sick leave credits only. 4. Service credits shall not be granted for services rendered for eligible activities without the approved authority by the Schools Division Superintendent. 5. The use of service credits shall only be limited to absences related to illness or to offset proportional deduction in vacation pay due to absences or late appointment for the computation of proportional vacation pay. 6. Only teachers who completed the eligible activities shall be granted <u>full</u> service credits. However, for those who have not completed the eligible activity, the grant of service credit shall be based on the actual hours/days of rendered service (Refer to Annex A or B). 7. In the event of insufficiency of funds for the payment of teaching overload, service credits shall be granted. The service credits earned for teaching overload shall be exclusive of the thirty (30) days limitation under this DepEd Order. 8. Service credits shall be granted for the following activities: <ol style="list-style-type: none"> a. Services rendered in connection with the conduct of remediation and remedial classes during weekends, summer/long vacation, Christmas vacation or outside of regular school days; 		
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Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

	<p>b. Services rendered in connection with early opening of the school year, i.e., <i>Brigada Eskwela, Oplan Balik Eskwela</i>;</p> <p>c. Services rendered during school sports competitions (including divisional, regional, and national), youth formation and scouting activities in all levels held outside of regular school days;</p> <p>d. Teaching overload not compensated by teaching overload pay (excluded by the 30 days limitation);</p> <p>e. Conduct of DepEd testing and assessment activities held outside of school days;</p> <p>f. Attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during summer/long vacation, weekends, or holidays.</p> <p>g. Services rendered on teaching-related, and learning and development programs, and activities (School, Division, Region, National) conducted during weekends, holidays, Christmas, and long vacation;</p> <p>h. Services rendered during end of school year rites;</p> <p>i. Services rendered before, during, and after a calamity when schools are being used as evacuation centers;</p> <p>j. Services rendered during registration and election days as long as these are mandated under existing laws; and</p> <p>k. Teachers who are performing administrative tasks and teaching-related assignments performed beyond regular working hours as defined by other applicable DepEd issuances.</p> <p>9. Service credits shall NOT be granted for the following activities:</p> <p>a. In-service training programs fully funded by the government during weekdays within the school year;</p> <p>b. Assignments such as checking forms and finishing report commonly required in connection with the opening and closing of classes;</p> <p>c. Reassignment of teachers to duty in another bureau or office (detailed in another government office);</p> <p>d. Assignment in connection with exhibits at a fair;</p> <p>e. Adjustment of school calendar based on the law;</p> <p>f. Time spent in travelling to and from station to the place where services are rendered;</p>		
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	<p>g. Counseling, mentoring, and coaching of students; and h. Conduct of basic researches and other government-funded researches.</p>		
<p>V. General Policies</p>	<p>B. Proportional Vacation Pay</p> <ol style="list-style-type: none"> 1. Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP). The total PVP earned by teachers shall be computed in proportion to the number of days which they have served during the school year and shall be the basis of their salary during vacation. In the computation of the PVP, the accrued service credits of teachers may be used to offset the absences due to illness or deductions due to absences for personal reasons or late appointment. 2. Female teachers availing maternity benefits shall receive both PVP and maternity benefits if the period of delivery occurs during the long vacations (<i>Christmas and school breaks</i>). 3. A teacher who transferred to the non-teaching service or who resigned from government service ten (10) days before the end of the school year is entitled to proportional vacation pay in as much as his/her right thereto has already accrued. 4. Teachers designated as TTC on full-time teaching load, shall not be entitled to PVP but shall receive regular monthly salary like non-teaching personnel. 5. Newly hired teachers who have rendered at least more than one (1) month in service are entitled to Proportional Vacation Pay (PVP) even if they were hired in the middle of the school year. Their salary shall be computed based on the effectivity of their appointment and the basis of the reckoning date of summer/long vacation days they have earned in a school year. 6. Retired and deceased teachers during the school year shall be entitled to PVP, subject to the computation provided by DepEd. The total days rendered shall be until the last day of service the retired or deceased teacher. 		
<p>VI. Procedures on the Grant of Service Credits</p>	<p>A. Eligible Activities</p> <ol style="list-style-type: none"> 1. The following steps shall be followed on the grant of service credits prior to the conduct of the activity: <ol style="list-style-type: none"> a. The program focal through the Head of Office shall issue a request for the grant of service credits for eligible activities 		

	<p>addressed to the Schools Division Superintendent, indicating the number of days and duration of the proposed activity.</p> <p>b. The Schools Division Superintendent shall have the authority to approve requests for the grant of service credits. The approval shall be issued through a Memorandum on the conduct of the activity with the specific number of service credits to be granted to teachers based on the conversion of service credits per hour (refer to Annex A & B).</p> <p>c. If the activity subject for service credits is not among those listed above, the request should be forwarded and approved by the Regional Director if the said activity is to be conducted region wide.</p> <p>For DepEd-wide activities, the proponent office shall ensure the inclusion of specific provisions on the grant of service credits, subject to the approval of the Undersecretary for Human Resource and Organizational Development.</p> <p>2. The following documents/requirements shall be accomplished and submitted by the program owner/focal person after completion of activity/ies conducted:</p> <p>a. Duly signed Daily Time Record (DTR)/CS Form 48;</p> <p>b. Accomplishment Report;</p> <p>c. MOVs or other official attendance monitoring mechanisms that are recorded and verifiable; and</p> <p>d. Memorandum or letter of authority from the Schools Division Superintendent and/or the Regional Director.</p> <p>3. The program owner or focal person leading the conduct of program/activity will consolidate and submit the documents/requirements to the Schools Division Superintendent for approval within three (3) months after the completion of the activity.</p> <p>4. HRMOs/In-Charge shall prepare the Special Order (see <i>prescribed template in Annex D</i>) indicating list of eligible teachers and number of earned service credits based on the actual number of days teachers have attended, to be approved by the SDS.</p> <p>5. Once approved, the Personnel Unit shall record the earned service credits in the Employee's Leave Card.</p>		
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<p>VI. Procedures on the Grant of Service Credits</p>	<p>B. Teaching Overload</p> <ol style="list-style-type: none"> 1. The following documents/requirements shall be accomplished and submitted quarterly: <ol style="list-style-type: none"> a. Duly signed DTR/CS Form 48; b. School Form 7 (SF 7); and c. Certification on Teaching Overload; d. Certification of insufficiency of funds for Teaching Overload 2. HRMOs/In-Charge shall receive the documentary requirements and prepare the Special Order indicating list of eligible teachers and number of earned service credits, to be approved by the SDS. 3. Once approved, the Personnel Unit shall record the earned service credits in the Employee's Leave Card. 		
<p>VI. Procedures on the Grant of Service Credits</p>	<p>C. Use and Availment of Service Credits</p> <p>The following rules and procedures shall apply in the availment of accrued service credits:</p> <ol style="list-style-type: none"> 1. The accumulated service credits may be used for absences due to illness. Teachers are required to file their sick leave application using the CSC Form No. 6 or Leave Form in duplicate original copies (two copies). 2. The School Head shall recommend the approval or disapproval of the application, to be approved by the Assistant Schools Division Superintendent. 3. The HRMO shall process the leave request by filling up item no. 7A Certification of Leave Credits of the Leave Form reflecting the following: <ol style="list-style-type: none"> a. Number of accrued service credits as to date; b. Number of service credits to be used due to illness; c. Number of remaining service credits less the filed leave application. 4. For teachers applying for sick leave that exceed five (5) consecutive days, the application shall be accompanied by a medical clearance/certificate. In case medical consultation was not availed of, an affidavit should be applied by the teacher applying for sick leave. 		

	<p>5. In the monetization of teachers service credits, unused service credits shall be converted into vacation-sick leave credits, subject to availability of funds. After monetization, the remaining vacation-sick leave credits shall be converted back to service credits.</p> <p>6. The formula in the conversion of service credits to the vacation and sick leave credits is as follows: Vacation and Sick Leave* = $30Y / 69$</p> <p>Where 30 = Number of days in a month Y = Total number of teacher's service credits</p> <p>69 = 58 days of summer vacation plus 11 days of Christmas vacation</p> <p>*No. of days derived shall be divided equally into vacation and sick leave credits</p> <p>The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:</p> $Y = \frac{VL + SL}{30} \times 69$ <p>7. The service credits of a teacher who transfers or reassigned to a non-teaching position shall be converted into Vacation-Sick Leave Credits and vice-versa.</p> <p>Terminal leave benefits shall be granted to teachers with unused service credits who resigned, retired, or separated from the service and shall be paid the monetized value of their unused service credits converted to Vacation-Sick Leave Credits.</p>		
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Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

<p>VII. Grievance Mechanism</p>	<p>Objection, disapproval, and/or infringement arising from the implementation of this policy shall be addressed through the grievance machinery provided under DO No. 35, s. 2004 (<i>Revision of the Grievance Machineryes of the Department of Education</i>) or pertinent rules on administrative cases in the civil service.</p>		
<p>VIII. Monitoring and Evaluation</p>	<ol style="list-style-type: none"> 1. The Head of Office shall be responsible in the strict adherence to and implementation of this guideline and shall regularly monitor and evaluate the implementation of this policy within their jurisdiction. They shall establish a systematic feedback mechanism and respond and report any policy or implementation issues that may arise. 2. The Bureau of Human Resource and Organizational Development -Personnel Division (BHRD-PD) shall be responsible for the overall supervision and monitoring of the implementation of this policy in all governance levels, together with the Personnel Section in RO and Personnel Unit in SDO. In addition, the Personnel Section in RO and Personnel Unit in SDO may also submit their policy recommendations whenever deemed necessary. 3. The BHRD-PD shall consolidate the policy recommendations and ensure that issues and concerns are properly documented and elevated to the DepEd Executive Committee in aid of future policy enhancement. <p>The Department may issue subsequent issuances and supplemental guidelines to further implement this Order in the event of additional requirements set by national laws or policies, or as may be necessary.</p>		
<p>IX. References</p>	<p>These are the following policy issuances used as reference in the development of this policy:</p> <ol style="list-style-type: none"> 1. Republic Act No. 4670 dated 18 June 1966, <i>Magna Carta for Public School Teachers</i> 2. Letter of Instruction No. 1509, s. 1986, <i>Directing a Special Program of Leave Credit Computation for School Teachers on Vacation Leave Credit</i> 		

Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

	<ol style="list-style-type: none"> 3. CSC Memorandum Circular No. 41, S. 1998, Omnibus Rules on Leave 4. CSC Memorandum Circular No. 14, S. 1999, Additional Provisions and Amendments to CSC Memorandum Circular No. 41, 1998 5. DO No. 53, s. 2003, Updated Guidelines on Grant of Vacation Service Credits to Teachers 6. DO No. 84, s. 2003, Addendum to DO No. 53, s. 2003 7. DO No. 05, s. 2004, Eligibility of Remedial Instruction Classes for Grant of Vacation Service Credits 8. DM No. 291, s. 2008, Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers 9. DO No. 16, s. 2009, Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) 10. CSC Memorandum Circular No. 9, S. 2012, Amendment to Section 6 (Teacher's Leave) Rule XVI of the Omnibus Rules on Leave 11. DM No. 65, s. 2021, Clarificatory Guidelines on the Grant of Vacation Service Credits for School Year 2020-2021 in the Light of COVID-19 Pandemic 12. DM No. 67, s. 2021, Amendment to DM No. 65, s. 2021 		
<p>X. Effectivity</p>	<p>This Order shall take effect fifteen (15) days from the date of its filing with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City and shall remain in force, unless otherwise repealed, rescinded, or modified accordingly.</p>		
<p>XI. Repealing Clause</p>	<p>DepEd Order No. 53, s. 2003 and its addendum, DepEd Order No. 84, s. 2003, other DepEd orders, instructions, rules and regulations, and other related issuances or parts thereof which are inconsistent with this Order and its provisions are hereby repealed, rescinded, or modified accordingly.</p>		

**ANNEX A:
CONVERSION
OF SERVICE
CREDIT PER
HOUR**

**FOR ACTIVITIES CONDUCTED ON WEEKDAYS DURING
CHRISTMAS VACATION AND LONG VACATION**

Hours	Service Credit
1	0.125
2	0.250
3	0.375
4	0.500
5	0.625
6	0.750
7	1.875
8	1.000

**ANNEX B:
CONVERSION
OF SERVICE
CREDIT PER
HOUR**

FOR ACTIVITIES CONDUCTED DURING WEEKENDS AND HOLIDAY

Hours	Service Credit
1	0.188
2	0.375
3	0.563
4	0.750
5	0.938
6	1.125
7	1.313
8	1.500

ANNEX C:

**CONVERSION OF TEACHING OVERLOAD TO SERVICE
CREDITS**

Hours per Week	Service Credits Per Week	Per Month (4 weeks)	Per School Year (10 Months)
1	0.156	0.625	6.250
2	0.313	1.250	12.500
3	0.469	1.875	18.750

Draft Policy on the Revised Guidelines on the Grant of Service Credits for Teachers

	4	0.625	2.500	25.000		
	5	0.781	3.125	31.250		
	6	0.938	3.750	37.500		
	7	1.094	4.375	43.750		
	8	1.250	5.000	50.000		
	9	1.406	5.625	56.250		
	10	1.563	6.250	62.500		
Other Comments and Suggestions	<p>1. Are there proposed implementation arrangements that do not fit your current realities? What are these situations?</p> <p>2. Do you have other comments and suggestions that you think are also essential considerations in the finalization of the proposed guidelines?</p>					