



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 14, 2021

REGIONAL MEMORANDUM

No. **000627**, s. 2021

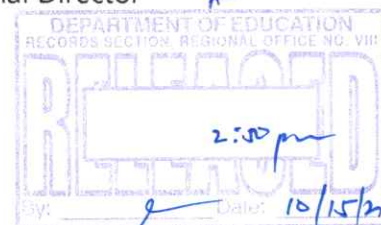
VIRTUAL ORIENTATION ON THE GRANT OF SERVICE CREDITS TO TEACHERS FOR SCHOOL YEAR 2020-2021 IN LIGHT OF THE COVID-19 PANDEMIC

To: Schools Division Superintendents
Division HRMOs
All Others Concerned

1. Attached is Memorandum DM-HROD-2021-0257 with the subject **Virtual Orientation on the Grant of Vacation Service Credits to Teachers for SY 2020-2021**.
2. The Schools Division Superintendents are requested to identify **three (3)** representatives from each division, preferably consisting of two (2) HRMOs or key focal who are directly involved in updating/processing of service credits for teachers and one (1) School Head to attend the virtual orientation on **October 22, 2021 (Friday) from 9:00am to 11:00am via MS Teams**. Each participant is requested to preregister online at <https://bit.ly/VO-DM65-registration>.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: DM-HROD-2021-0257
Reference: DM-HROD-2021-0257
To be indicated in the Perpetual Index
under the following subjects:



ORIENTATION SERVICE CREDITS TEACHERS VIRTUAL

AD-PS-EDR





OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
10-12-21 12:05	[Signature]
Date and Time Released	Signature
10-13-21 4:16	[Signature]

Department of Education Region VIII <region8@deped.gov.ph>

007027

[INVITATION] Virtual Orientation on the Grant of Service Credits to Teachers for School Year 2020-2021 In Light of the COVID-19 Pandemic

1 message

DEPARTMENT OF EDUCATION
RECEIVED
PERSONNEL SECTION
DATE: 10/14/21
TIME: 12:34 PM
SIGNATURE: [Signature]

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO VIII
OCT 12 2021
TIME: 4:00 PM

Personnel Division <bhrod.pd@deped.gov.ph>

Tue, Oct 12, 2021 at 12:05 PM

To: region1@deped.gov.ph, region2@deped.gov.ph, Department of Education Regional Office III <region3@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, region4a@deped.gov.ph, region5@deped.gov.ph, region6@deped.gov.ph, region7@deped.gov.ph, region8@deped.gov.ph, region9@deped.gov.ph, Region10@deped.gov.ph, Region11@deped.gov.ph, region12@deped.gov.ph, caraga@deped.gov.ph, car@deped.gov.ph, ncr@deped.gov.ph, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamin Paragas <benjamin.paragas@deped.gov.ph>, may eclar <may.eclar@deped.gov.ph>, francis.bringas@deped.gov.ph, nicolas.capulong@deped.gov.ph, gilbert.sadsad@deped.gov.ph, ramir.uytico@deped.gov.ph, zaldztian@yahoo.com, evelyn_fetalvero@yahoo.com, ruth.fuentes@deped.gov.ph, arturo.bayocot001@deped.gov.ph, allan.farnazo@deped.gov.ph, carlito.rocafort@deped.gov.ph, sds_ledesma@yahoo.com, estela.carino@deped.gov.ph, WILFREDO CABRAL <wilfredo.cabral@deped.gov.ph>
Cc: BHROD - Office of the Director <bhrod.od@deped.gov.ph>, ma.habijan@deped.gov.ph, Michelle Ann Cruz <michelle.cruz015@deped.gov.ph>, FRANCIS ALLEN DELA CRUZ <francis.delacruz003@deped.gov.ph>, Anne Rachel Miguel <anne.miguel@deped.gov.ph>, Nina Bianca Sanglay <nina.sanglay@deped.gov.ph>, Jennifer Lopez <jennifer.lopez006@deped.gov.ph>, Ralph Louis Quejada <ralph.quejada@deped.gov.ph>

Good day!

The Bureau of Human Resources and Organizational Development will conduct a virtual orientation on the Grant of Service Credits to Teachers for School Year 2020-2021 In Light of the COVID-19 Pandemic on **October 18, 20, and 22, 2021** to capacitate and provide technical assistance to our field HRMOs on the implementation and modifications in the existing guidelines on the grant of service credits for teachers in consideration of the COVID-19 pandemic.

We would like to invite **one (1) representative from each Regional Office** and **three (3) representatives** from the School Division Offices, preferably consisting of two (2) HRMOs or key focals who are directly involved in updating/processing of service credits for teachers and one (1) School Head from the respective SDO, to attend the virtual orientation from **9:00 am to 11:00 am via MS Teams**. Each participant is requested to pre-register online at <https://bit.ly/VO-DM65-registration> on or before **October 13, 2021**.

The meeting link will be forwarded to the registered participants.

Attached is the signed memorandum for your reference.

For clarifications and confirmation of attendance, please contact Ms. Michelle Ann A. Cruz at the telephone number (02) 633-6682 or through her email address michelle.cruz015@deped.gov.ph.

Thank you very much.

Sincerely,

Personnel Division
Bureau of Human Resource and Organizational Development
(02) 633-9345; 633-6682 (f); 636-6546

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

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(RD) email

message are those of the sender and may not necessarily reflect the views of the Department of Education.

3 attachments

 **[DM-HROD-2021-0257] Virtual Orientation on DM 65, s. 2021-2 Grant of Vacation Service Credits.pdf**
218K

 **DM_s2021_065 (1).pdf**
277K

 **DM_s2021_067.pdf**
171K



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0257

TO : All Regional Directors Concerned
All Schools Division Superintendents Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : *Virtual Orientation on the Grant of Vacation Service Credits to Teachers for SY 2020-2021*

DATE : 04 October 2021

In relation to the release of Department Memorandum (DM) No. 065, s. 2021 entitled *Clarificatory Guidelines on the Grant of Service Credits to Teachers for School Year 2020-2021 In Light of the COVID-19 Pandemic* and its amendment thru DM No. 067, s. 2021, the Bureau of Human Resources and Organizational Development will conduct a virtual orientation that aims to capacitate and provide technical assistance to our human resource counterparts in the field on the implementation and modifications in the existing guidelines on the grant of service credits for teachers in consideration of the COVID-19 pandemic.

In light of the foregoing, we would like to invite **one (1) representative from each Regional Office** and **three(3) representatives** from the School Division Offices, preferably consisting of two (2) HRMOs or key focals who are directly involved in updating/processing of service credits for teachers and one (1) School Head from the respective SDO, to attend the virtual orientation from **9:00 am to 11:00 am via MS Teams**. Each participant is requested to preregister online at <https://bit.ly/VO-DM65-registration> on or before **October 13, 2021**.

The orientation will be conducted in three (3) batches and is scheduled as follows:

Batch No.	Participants	Date
1	Regions I, II, III, CAR, NCR	October 18, 2021 (Monday)
2	CALABARZON, MIMAROPA Regions V, VI, VII	October 20, 2021 (Wednesday)
3	Regions VIII, IX, X, XI, XII, CARAGA	October 22, 2021 (Friday)

The meeting link will be emailed to all registered participants before the scheduled orientation.

For clarifications and confirmation of attendance, please contact Ms. Michelle Ann A. Cruz at the telephone number (02) 633-9345 or through her email address michelle.cruz015@deped.gov.ph.

For your action. Thank you.

[BHROD-PD/macruz]



Republic of the Philippines
Department of Education

28 SEP 2021

DepEd MEMORANDUM
No. **065**, s. 2021

**CLARIFICATORY GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS
TO TEACHERS FOR SCHOOL YEAR 2020-2021 IN LIGHT
OF THE COVID-19 PANDEMIC**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. **DepEd Order (DO) No. 53, s. 2003, titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers,"** provides for the grant of vacation service credits for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.

3. Under DO 53, s. 2003, as supplemented by DO 84, s. 2003, service credits may be granted for the following activities:

- a. services rendered during registration and election days as long as these are mandated duties under existing laws;
- b. services rendered during calamity and rehabilitation when schools are used as evacuation centers;
- c. services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
- d. services rendered in connection with early opening of the school year;
- e. services rendered during school sports competitions held outside of regular school days;
- f. services rendered by those who train teachers in addition to their normal teaching loads;
- g. teaching overload not compensated by honoraria;
- h. teaching in nonformal education classes in addition to teaching in formal education classes carrying a normal teaching load;
- i. work done during regular school days if these are in addition to the normal teaching load;
- j. conduct of testing activities held outside of school days; and
- k. 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 the summer vacation or during weekends or during holidays.

4. In line with the implementation of the Basic Education Learning Continuity Plan (BE-LCP) during the time of the COVID-19 Pandemic and pursuant to **DO No. 007, s.**

2020, titled "School Calendar and Activities for School Year 2020-2021," teachers started rendering service on June 1, 2020 to attend orientation and training activities on distance learning delivery modalities, prepare instructional materials, conduct enrollment activities, and plan the organization of classes despite the deferral of the formal opening of classes. **DO No. 030, s. 2020**, which amended DO No. 007, s. 2020, provided that schools shall formally start the conduct of teaching and learning activities on October 5, 2020 and shall end on June 11, 2021. Likewise, the said Order provided that the days prior to the formal school opening starting September 21, 2020, which are devoted to the pre-opening activities that are essential for the attainment of learning objectives for the school year shall be counted as class days. **DO No. 012, s. 2021**, which amended DO No. 30, s. 2020, adjusted the quarters of the school year and extended the last day until July 10, 2021, to address the learning gaps and give pedagogical time to teachers for the different learning delivery modalities.

5. DO No. 53, s. 2003, as amended, is hereby expanded to recognize the following additional activities for the grant of service credits if done during **weekends or holidays from June 1, 2020 to July 10, 2021, viz:**

- a. orientation and training activities related to the implementation of distance learning delivery modalities, including writeshops;
- b. enrollment activities, including the encoding of the accomplished enrollment form in the Learner Information System (LIS) enrollment module;
- c. activities related to *Brigada Eskwela* and *Oplan Balik Eskwela*;
- d. activities related to *Oplan Katusugan sa DepEd*;
- e. Mental Health and Psychosocial Support activities;
- f. pre-school opening assignments exploring foundational topics for deepening during the year, orientation of learners on the implementation of the learning delivery modalities and utilization of learners' materials; and
- g. development, quality assurance, production, and delivery of learning materials.

6. The claim for vacation service credits shall be supported by a memorandum or letter of authority from the Schools Division Superintendent and/or the Regional Director, as the case may be; duly signed and approved recommendation/request by the office/school head (Enclosure No. 1); and Individual Daily Log and Accomplishment Report (IDLAR), or other official attendance monitoring mechanisms that are recorded and verifiable. Vacation service credits shall not be granted for services rendered without previous authority.

7. One workday of vacation service credit shall be granted per accumulated eight hours of service rendered.

8. Vacation service credits granted under this Memorandum are used to offset absences of a teacher due to illness or to offset proportional deduction in the vacation salary due to absences for personal reasons or late appointment, in accordance with Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998, as amended by CSC MC No. 9, s. 2012.

9. Under this Memorandum, the 15-day limitation under DO No. 53, s. 2003 is suspended to allow the teachers to claim service credits exceeding 15 days.

10. This Memorandum shall be without prejudice to other benefits and privileges that may be afforded to public school teachers.

11. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Office of the Director** through email at bhrod.od@deped.gov.ph.

12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated



References:
DepEd Order: (Nos. 53, s. 2003; 84, s. 2003; 007, s. 2020; 030, s. 2020; and 012, s. 2021)
Civil Service Commission Memorandum Circular No. 41, s. 1998 as amended by CSC MC No. 9, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT
BENEFITS
CLASSES
LEAVE
POLICY

RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

SMMA/APA, DM Clarificatory Guidelines on the Grant of Vacation Service Credits
0257 - September 9/10, 2021



Recommendation/Request for Vacation Service Credits

[Date]

[NAME OF SCHOOLS DIVISION SUPERINTENDENT]

[Designation]

[Name of Office]

[Address]

Dear [Name of SDS]:

This is to certify that the following teaching personnel have rendered services during weekends and/or holidays from June 1, 2020 to July 10, 2021, on the following eligible activities as enumerated under DO No. 53, s. 2003, as amended by DO No. 84 and DM No. __:

Name	Position	Activities / Dates	No. of Hours of Service Rendered	No. of VSC <i>(to be filled out by the School HRMO or school head)</i>

Attached are the relevant memoranda or letters of authority, Individual Daily Log and Accomplishment Report (IDLAR), duly signed Daily Time Record (DTR)/CS Form 48, or other official attendance monitoring mechanisms that are recorded and verifiable for your perusal.

We hope this request merits your favorable action.

Very truly yours,

[NAME OF SCHOOL HEAD / PROPONENT]

[Position]

VERIFIED BY :

APPROVED BY:

[NAME OF DIVISION HRMO]

[NAME OF SCHOOLS DIVISION SUPERINTENDENT]

[Designation]

[Position]



Republic of the Philippines
Department of Education

30 SEP 2021

DepEd MEMORANDUM
No. **067**, s. 2021

AMENDMENT TO DEPED MEMORANDUM NO. 065, S. 2021
(Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers
for School Year 2020-2021 In Light of the COVID-19 Pandemic)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Memorandum (DM) No. 065, s. 2021 providing Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers for School Year 2020-2021 In Light of the COVID-19 Pandemic. **Item 7 of DM 065, s. 2021** is amended to read as follows:

“7. One hour of service rendered during weekends and holidays shall be equivalent to 1.5 hours for purposes of computing the service credit.”

2. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Office of the Director** through email at bhrod.od@deped.gov.ph.

3. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:
DepEd Memorandum (No. 065, s. 2021)



To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
CHANGE
CLASSES
LEAVE
POLICY

RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

JDMC/APA DM Addendum to DepEd Memorandum No. 065, s. 2021
0286 – September 30, 2021