



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

February 27, 2024

**REGIONAL MEMORANDUM**

No. **232** s. 2024

**DATA ON GRANTED VACATION SERVICE CREDITS (VSC)  
AND COMPENSATORY TIME-OFF (CTO)  
FOR FISCAL YEAR (FY) 2023**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0258 with the subject: **Data on Granted Vacation Service Credits (VSC) and Compensatory Time-Off (CTO) for Fiscal Year (FY) 2023.**
2. In this regard, the Schools Division Superintendents are required to submit consolidated data on the total number of days granted for VSC for teaching personnel and CTO for school-based non-teaching personnel for FY 2023 through the link: <https://rb.gy/cejo46> on or before **March 14, 2024.**
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosure: As stated

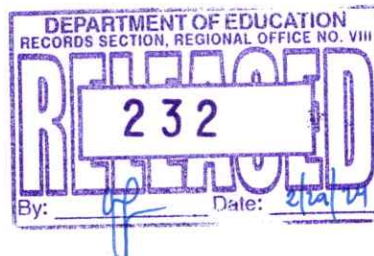
Reference: As stated

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

COMPENSATORY TIME-OFF

VACATION SERVICE CREDITS

AD-PS-EDR

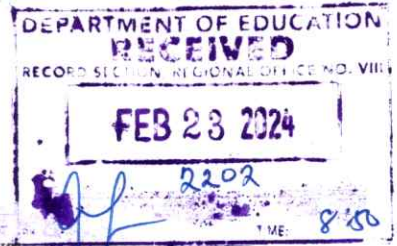




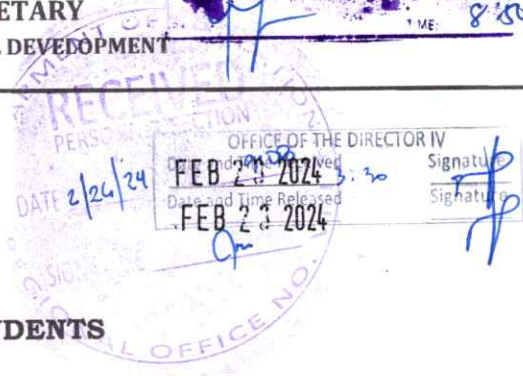
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2024-0258**



**TO : REGIONAL DIRECTORS**  
**SCHOOL DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

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

**SUBJECT : DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND**  
**COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY)**  
**2023**

**DATE : 19 February 2024**

Pursuant to Section 13 of Republic Act (RA) No. 4670 or the *Magna Carta for Public School Teachers* provides that the actual classroom teaching hours of teachers shall not be more than six (6) hours a day except in exigency of service where teachers may render more than six (6) hours but not exceeding eight (8) hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five percent of his basic pay.

In addition, Section 14 of the said RA states that any other activities outside the normal teaching duties of teachers, and any work performed in excess of eight hours a day rendered by other teachers or school officials not engaged in actual classroom instruction, shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

In view of the above and in fulfillment of the Department's MATATAG agenda to give support to teachers to teach better by providing appropriate compensation and benefits for work performed beyond the prescribed workload or working hours, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) is currently reviewing and developing the guidelines on overtime pay for teaching personnel.



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Doc. Ref. Code	PAWIM-F-018	Rev	00
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Handwritten note: *only memo 2/19/24*

In relation to this, may we request for the **consolidated data on the granted Vacation Service Credits (VSC) for Teaching Personnel and Compensatory Time-Off for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** to be used as basis for the budget proposal on Overtime Pay using the following format:

<b>OFFICE</b>	<b>VSC</b> <i>(Teaching Personnel)</i>	<b>CTO</b> <i>(School-based Non-Teaching Personnel)</i>
<b>REGION</b>		
<b>SDO 1</b>		
<b>SDO 2</b>		
<b>SDO 3</b>		
<b>Total</b>		

The consolidated data shall be submitted by the Regional Office to the BHROD-PD email: [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) **on or before 15 March 2024.**

For any questions and clarifications in connection thereto, you may contact Ms. Reina Comabras of BHROD-PD, through telephone number (02) 8633-9345/8633-6546 or email at [reina.comabras@deped.gov.ph](mailto:reina.comabras@deped.gov.ph).

**For dissemination and appropriate action.**

[BHROD-PD/Comabras]