



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

JUL 12 2023

MEMORANDUM

**GRANT OF SERVICE CREDITS TO TEACHERS FOR
SCHOOL AND SDO-INITIATED ELIGIBLE ACTIVITIES**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Elementary and Secondary School School Heads/OICs
Others Concerned

1. This Office hereby reiterates compliance with relevant provisions of DepEd Order No. 53, s. 2003 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers to ensure fair, timely, and efficient processing.
2. Pursuant to Item 1. a, the grant of vacation service credits should be given only for work beyond regular functions or regular work hours/days where payment of honorarium or overtime pay is impossible.
3. Schools shall refer to the mentioned issuance for details concerning activities eligible for the grant of service credits (Item 1.d.), activities not eligible for the grant of service credits (Item 1. e), and other applicable rules (Item 1.6).
4. Further, the following procedure in the grant of service credits shall be observed:

Step 1-The school head submits to the Office of Schools Division Superintendent (OSDS) a request for approval to conduct an activity listed in Item 1.d of DO 53, s. 2003. If the activity is SDO initiated, the project owner submits the request upon recommendation of the Unit Head.

Step 2-The OSDS issues a notice of approval to the school head/ project owner.

Step 3-After completion of the activity, the school head/ project owner prepares an accomplishment report.

Step 4-If the activity is SDO initiated, the project owner prepares a certification of actual service rendered (in days) by eligible teachers duly attested by the Unit Head and furnishes concerned school heads with a copy.

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Step 5- The school head forwards to the OSDS a letter recommending the grant of service credits with the following attachments:

- notice of approval;
- duly signed DTR;
- 1-page accomplishment report per concerned teacher; and
- the certification of actual service rendered (in case of SDO-initiated activity).

Step 6. Upon signing, the OSDS forwards the letter to the Human Resource Management Office (HRMO).

Step 7. The HRMO prepares the draft of the corresponding Special Order (SO) and forwards the same to the Office of the SDS.

Step 8. The OSDS returns the signed SO to the HRMO.

Step 9. The HRMO updates leave records and furnishes the school with a copy of the SO.

Step 10. The School Administrative Officer II updates the leave cards of concerned teachers.

5. It is stressed that this policy covers school-based and SDO-initiated eligible activities only. Item 1. f of the above-cited issuance provides appropriate action in case of region-wide or DepEd-wide undertakings, as quoted:

... request should be forwarded to the Regional Director for action if the activity is region-wide and to the Central Office through the Regional Director if the activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make necessary issuances on the grant of vacation service credits.

6. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

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Encl: As stated
To be indicated in the **Perpetual Index**

Under the following subjects

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BENEFITS

LEAVE CREDITS

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