



Republic of the Philippines  
 Department of Education  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2024-8725 HR

Office of the Schools Division  
 Superintendent

OCT 21 2024

MEMORANDUM  
 No. 298, s. 2024

**ONLINE ORIENTATION FOR DEPED ORDER NO. 013, S. 2024, REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS FOR TEACHERS AND DEPED MEMORANDUM NO. 053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED ORDER NO. 005 S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

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

- Attached is the **DM-OUHROD-2024-2061** with subject, **"Online Orientation for DepEd Order No. 013, s. 2024, Revised Guidelines on the Grant of Vacation Service Credit for Teachers and DepEd Memorandum No. 053, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload"**, for your information and guidance.
- Attention is invited to item number B and C; Invited Participants and Administrative details. In relation to this, the following participants are hereby directed to attend the said activity:

<b>Orientation on DM 53, S. 2024 (AM SESSION) October 23, 2024 9:00 AM-12:00 NN</b>	<b>Orientation on DO 13, S. 2024 (PM SESSION) October 23, 2024 1:30 PM – 4:30 PM</b>
<a href="https://bit.ly/DO13andDM53Orientation">https://bit.ly/DO13andDM53Orientation</a>	
Dr. Violeta M. Gonzales	Ms. Angela M. Francisco
Mrs. Madeline Ann L. Diaz	
Mrs. Ma. Regaele A. Olarte	Ms. Angelica M. Cachuela
Ms. Angela M. Francisco	

- Participants must confirm their attendance through this link <https://bit.ly/DO13andDM53Registration>, on or before October 18, 2024.
- Strict compliance to this Memorandum is enjoined.

*Violeta M. Gonzales*  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

References: As stated

Encl. As stated

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

BENEFITS      TEACHING LOAD      VACATION SERVICE CREDIT

AMF/ONLINE ORIENTATION FOR DEPED ORDER NO. 013, S. 2024, REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS FOR TEACHERS AND DEPED MEMORANDUM NO. 053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED ORDER NO. 005 S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD

298

/October 18, 2024

298

NUM-2024-298



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
 8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

1021001



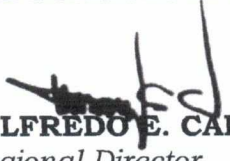
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-2061**

FOR : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

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

SUBJECT : **ONLINE ORIENTATION FOR DEPED ORDER NO. 013, S. 2024,**  
**REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE**  
**CREDITS FOR TEACHERS AND DEPED MEMORANDUM NO.**  
**053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED**  
**ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS'**  
**WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF**  
**TEACHING OVERLOAD**

DATE : October 10, 2024

The Department of Education (DepEd) aims to promote and uphold the welfare of public school teachers by ensuring that their workload is fair and equitably distributed and adheres with the provision of Republic Act (RA) No. 4670 and that they receive the appropriate compensation for the services they render.

The Department has issued **DO 013, s. 2024**, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*, which provides clear guidelines on the eligible and ineligible activities for grant of vacation service credits, processing procedures, prescription period, among others, to ensure uniform implementation by all governance levels.

Furthermore, the Department released **DepEd Memorandum (DM) No. 053, s. 2024**, or the *Implementation Guidelines for DO 005, s. 2024*, which shall provide directions and further details on how DO 005, s. 2024 should be implemented, together with the tools and required processes, especially on the payment for teaching overload.

In this regard, **a series of online orientations** shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) and Personnel Division (BHROD-PD). The details of the orientation are as follows:



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8633-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 4



## A. Objectives

1. To discuss salient features of DO 013, s. 2024 and DM 053, s. 2024 vis-à-vis DO 005, s. 2024; and
2. To clarify common concerns and solicit feedback.

The **indicative program** is attached as **Annexes A and B**.

## B. Invited Participants

Governance Level	Orientation on DM 53, s. 2024 (AM SESSION)	Orientation on DO 13, s. 2024 (PM SESSION)
Regional Office	<ul style="list-style-type: none"><li>• One (1) FTAD Representative</li><li>• One (1) Regional HRMO</li></ul>	<ul style="list-style-type: none"><li>• One (1) Regional HRMO</li><li>• One (1) Representative in-charge in the processing of PVP and VSC</li></ul>
Schools Division Office	<ul style="list-style-type: none"><li>• Assistant Schools Division Superintendent (ASDS)</li><li>• Chief, CID</li><li>• Chief, SGOD</li><li>• HRMO</li></ul>	<ul style="list-style-type: none"><li>• One (1) HRMO</li><li>• One (1) Representative in-charge in the processing of PVP and VSC</li></ul>

Kindly confirm your attendance at <https://bit.ly/DO13andDM53Registration> on or before October 18, 2024.

## C. Administrative Details

Cluster	Date	AM Session	PM Session	Link
Visayas Cluster	October 22, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	<a href="https://bit.ly/DO13andDM53Orientation">https://bit.ly/DO13andDM53Orientation</a>
Luzon Cluster A*	October 23, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Luzon Cluster B*	October 24, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Mindanao Cluster	October 25, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	

\*Cluster A – Region III, Region V, CAR, and NCR

\*Cluster B – Region I, Region II, Region IV-A, and Region IV-B

Should there be concerns or questions, please coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8633-7206  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph)  
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	2 of 4



**Annex A:** Indicative Program of Activities (DM 053, s. 2024)

**INDICATIVE PROGRAM OF ACTIVITIES**

**Online Orientation on DM 53, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**

October 22-25, 2024 | Online via MS Teams

<b>Time</b>	<b>Activity</b>	<b>Resource Person/s</b>
9:00 AM-9:15 AM	<ul style="list-style-type: none"> <li>Prayer</li> <li>Objectives of the Orientation</li> <li>Program Flow</li> <li>Online Meeting House Norms</li> </ul>	BHROD-SED
9:15 AM-9:25 AM	Opening Remarks	<b>Usec Wilfredo E. Cabral</b>
9:25 AM-9:45 AM	<b>Session 1</b> <ul style="list-style-type: none"> <li>DO 5, s. 2024 Review of Salient Features</li> </ul>	<b>Mr. Dexter N. Pante</b> Chief, BHROD-SED OIC, Office of the Director III, BHROD
9:45 AM-10:30 AM	<b>Session 2:</b> <ul style="list-style-type: none"> <li>Detailed guidelines on the distribution of teaching load</li> <li>Parameters for performing teacher ancillary tasks outside school premises</li> <li>Procedures on the designation of teaching-related assignments to teachers</li> </ul>	BHROD-SED
10:30 AM-10:45 AM	Open Forum	BHROD-SED
10:45 AM-11:30 AM	<b>Session 3:</b> <ul style="list-style-type: none"> <li>Process Flow for the Payment of Teaching Overload</li> <li>Process Flow for the Grant of Vacation Service Credits (VSC) for Teaching-Related Assignments and select Teacher Ancillary Tasks</li> </ul>	BHROD-SED
11:30 AM-11:45 AM	Open Forum	BHROD-SED
11:45 AM-11:55 AM	Presentation of SDO Implementation Team	<b>Ms. Marian M. Efondo</b> PDO IV, BHROD-SED
11:55 AM – 12:00 NN	Reminders	BHROD-SED



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
 Telephone Nos.: 8633-7206  
 Email Address: usec.hrod@deped.gov.ph  
 Website: <https://www.deped.gov.ph>

<b>Doc. Ref. Code</b>	DM-OUHROD	<b>Rev</b>	00
<b>Effectivity</b>	03.23.23	<b>Page</b>	3 of 4



**Annex B:** Indicative Program of Activities (DO 013, s. 2024)

**INDICATIVE PROGRAM OF ACTIVITIES**

**Online Orientation on DO 013, s. 2024, Revised Guidelines on the Grant of  
Vacation Service Credits for Teachers**

October 22-25, 2024 | Online via MS Teams

<b>Time</b>	<b>Activity</b>	<b>Resource Person/s</b>
1:30 PM-1:45 PM	<b>Session 1:</b> <ul style="list-style-type: none"><li>DO 13, s. 2024 Review of Salient Features</li></ul>	<b>Mr. Albert Jerome C. Andres</b> Chief, BHROD-PD
1:45 PM-2:30 PM	<b>Session 2:</b> <ul style="list-style-type: none"><li>General Policies on Vacation Service Credits (VSC)</li><li>Eligible &amp; Non-eligible Activities</li><li>Proportional Vacation Pay</li></ul>	BHROD-PD
2:30 PM-2:45 PM	Open Forum	BHROD-PD
2:45 PM-3:30 PM	<b>Session 3:</b> <ul style="list-style-type: none"><li>Requirements and Procedures on the Grant of VSC</li><li>Use and Availment of VSC</li><li>Conversion of VSC</li></ul>	BHROD-PD
3:30 PM-4:00 PM	Open Forum	BHROD-PD
4:00 PM-4:30 PM	Closing Remarks	<b>Mr. Mario M. Bermudez</b> Director III OIC, Office of the Director IV, BHROD



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8633-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	4 of 4

