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Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 21 2025

**MEMORANDUM**

No. 095, s. 2025

**GRANT OF VACATION SERVICE CREDITS TO TEACHERS IN RELATION TO  
THE CONDUCT OF MAKE-UP CLASSES**

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

1. Attached is **Regional Memorandum No. 139 s. 2025**, titled, **Grant of Vacation Service Credits to Teachers in relation to the Conduct of Make-up Classes**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**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:

SERVICE CREDITS

NDE/AMF/Grant of Vacation Service Credits to Teachers in relation to the Conduct of Make-up Classes  
095/February 20, 2025

NUM-2025-095



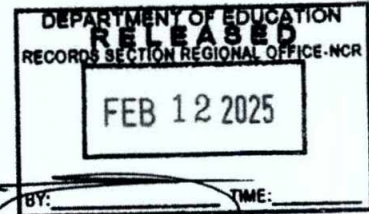
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



February 10, 2025

**REGIONAL MEMORANDUM**

No. 139, s. 2025

**To: Schools Division Superintendents**  
**All other concerned**

**GRANT OF VACATION SERVICE CREDITS TO TEACHERS IN RELATION TO  
THE CONDUCT OF MAKE-UP CLASSES**

1. Teachers who conduct make-up classes on Saturdays will receive appropriate compensation, such as overtime pay or Vacation Service Credits (VSC), subject to existing policies pursuant to DepEd Order No. 22, s. of 2024 (Revised Guidelines on Class and Work Suspension in Schools During Disaster and School Emergencies).
2. Schools Division Superintendents shall have the authority to approve request for the grant of Vacation Service Credits for the conduct of make-up classes on Saturdays following the procedures laid down under DepEd Order No. 13, s. of 2024.
3. For strict compliance.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations



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# ACT-NCR UNION

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7, February 2025

**ASEC. JOYCE DR. ANDAYA**

Regional Director, NCR

Concurrent Officer-In-Charge

Office of the Assistant Secretary for Operation

Dear Asec Andaya;

Warm Greetings of Peace and Solidarity!

We, the Alliance of Concerned Teachers (ACT) - NCR Union, write to express our concerns regarding the recent directive mandating Saturday make-up classes across several divisions in the National Capital Region (NCR). We have received reports from several divisions regarding changes in the schedule of their 3rd Quarter Exam, primarily due to make-up classes for suspended school days. In this regard, we would like to remind that, in accordance with **DepEd Order 13, s. 2024** and **DepEd Order 22, s. 2024**, teachers who report to work on Saturdays for make-up classes should be granted service credits.

**We respectfully request that your office issue an official directive affirming and enforcing our right to receive service credits.** This will ensure that our teachers across various divisions receive due recognition and benefits for their additional time and efforts. Furthermore, we would like to inform you that we have already consulted with the **Bureau of Human Resource and Organizational Development (BHROD) Central Office** regarding this matter last February 6, 2025 at DepEd Central Office. According to them, it is clear that any teacher who conducts make-up classes on Saturdays should be granted service credits.

For any inquiries or clarifications, please feel free to reach us at [actncrunionpublicinfo@gmail.com](mailto:actncrunionpublicinfo@gmail.com) or 0995-879-8576. Thank you for your attention to this matter.

In the service of Teachers and Students,



**Ruby Bernardo**  
President