



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MEMORANDUM

No. 562, s. 2025

**VACATION SERVICE CREDIT FOR VOLUNTARY PARTICIPATION IN  
PROFESSIONAL DEVELOPMENT ACTIVITIES DURING  
THE MIDYEAR BREAK**

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 *Memorandum DM-OUHROD-2025-2949* titled *Vacation Service Credite for Voluntary Participation in Professional Development Activities during the Midyear Break* dated October 23, 2025, the contents of which are self-explanatory for the information and guidance of all concerned.
- In view of this, Vacation Service Credit (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs and other DepEd activities during the said period.
- Furthermore, the grant shall follow the provision of **1.5 days VSC for every eight (8) hours of rendered service**, in accordance with the maximum limitation prescribed under *DepEd Order No. 13, s. 2024* titled *Revised Guidelines on the Grant of Vacation Service Credit for Teachers*, provided that such activities are **pre**-approved and conducted by the Central Office, Regional Office, or Schools Division Offices.
- Immediate and dissemination of this Memorandum are desired.

  
**VIOLETA M. GONZALES CESO VI**

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

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

TEACHERS                      PERSONNEL                      PROGRAM                      ACTIVITIES

IMR/Memo\_Wellness Break for Teachers

562 October 27, 2025

NUM-2025-562



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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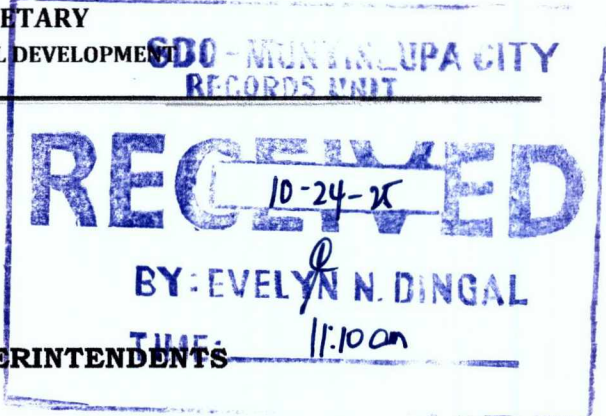
NUM-2025-562



Republika ng Pilipinas


# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025-2949**

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL SCHOOL HEADS

**FROM :**  **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK

**DATE :** October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and



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submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

*Copy furnished:*

**OFFICE OF THE SECRETARY**  
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