



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM NO. 003, s. 2019

**TO: Public Schools District Supervisors
Elementary and Secondary School Heads
This Division**

FROM: Office of the Schools Division Superintendent

SUBJECT: Reiterating the Guidelines on the Grant of Service Credits

DATE: March 8, 2019

In line with the DepEd Order No. 53, s. 2003, all leave credit balances accumulated by all teachers designated as school supply officers/ property custodians and other non-teaching duties are hereby recomputed. Teachers shall be granted service credits not to exceed 15 days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director. Specific activities that are eligible for the grant of service credits are the following, to wit;

- a) services rendered during registration and election days as long as these are mandated duties under existing laws,
- b) services rendered during calamity and rehabilitation when schools are used as evacuation centers
- c) services rendered in connection with the conduct of remedial classes during summer or Christmas vacation or outside of regular school days;
- d) services rendered in connection with early opening of the school year;
- e) services rendered during sports competitions held outside of regular school days;
- f) services rendered by those who train teachers in addition to their normal teaching loads;
- g) teaching overload not compensated by honoraria;
- h) teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load,
- i) work done during regular school days if these are in addition to the normal teaching load,
- j) conduct of testing activities held outside of school days; and
- k) attendance/ participation in Dep Ed projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

There are specific activities not eligible for the grant of service credits. Service credits shall not be granted for the following activities:

- a. in-service training programs fully funded by the government;
- b. assignment to clerical work such as checking forms and finishing reports commonly required in with the opening and closing of classes;
- c. reassignment of teachers to duty in another bureau or office; (detailed in another government office)
- d. assignment in connection with exhibits at a fair; postponement of a regular teachers vacation; and
- e. Time spent in travelling to and from station to the place where services are rendered.

The following rules shall also apply in the grant or use of service credits:

- a. One work day of vacation service credit is granted for one day (eight hours) of service;
- b. The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;

- c. Vacation service credits shall not be granted for services rendered without previous authority;
- d. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;
- e. In the monetization of teachers leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits,

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

$$\text{Vacation and Sick Leave} * 30y / 69$$

Where
 30 = Number of days in a month
 Y = Total number of teacher's service credits
 69 = 58 days of summer vacation plus
 11 days of Christmas vacation

*No. of days derived shall be divided equally into vacation and sick leave credits.

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

$$Y = \frac{VL + SL}{30} \times 69$$

- f. The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
- g. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the the money value of their unused vacation service credits converted to vacation and sick leave credits.

The followings steps shall be followed in the grant of service credits:


- a. Head of office/school recommends approval of request to render vacation service
- b. Schools Division Superintendent approves/disapproves request
- c. If reason for request is not among those listed above, request should be forwarded to for the Regional Director for action if activity is region- wide and to the Central Office through the Regional Director if activity is Dep Ed-wide. For attendance/participation in programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.

All required documents must be attached in the application listed as follows:

- a. Authority to Travel duly signed by the Schools Division Superintendent
- b. Memorandum (DO, RO and CO) on the activity wherein the name is indicated in the attached list of participants.
- c. Certificate of Participation
- d. Certificate of Appearance
- e. Form 48 (Daily Time Record)

All other activities not included in the list are to be requested for approval by the proper authorities.

Please be guided accordingly.


PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent 