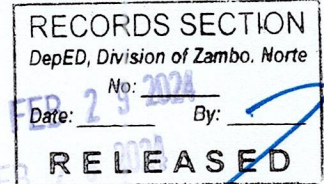




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



February 28, 2024

Division Memorandum
No. 136, s. 2024

**REITERATION OF DEPED MEMORANDUM -OUHROD-2024-0258
DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND COMPENSATORY
TIME-OFF (CTO) FOR FISCAL YEAR (FY) 2023**

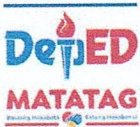
To: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
Administrative Officer II
All concerned personnel

1. In relation to Enclosure No. 1 *DepEd Memorandum DM-OUHROD-2024-0258 DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY) 2023*, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) is currently reviewing and developing the guidelines on overtime pay for teaching personnel.
2. Accordingly, all AO II are directed to **consolidate data on the granted Vacation Service Credits (VSC) for Teaching Personnel and Compensatory Time-Off for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** to be used as basis for the budget proposal on Overtime Pay.
3. The consolidated data shall be uploaded thru this link depedzn.net/link/VSCCTTO2023.
4. The deadline for submission will be on **March 10, 2024**.
5. For any queries or clarifications, you may call at 09173011643 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
6. Immediate and widest dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/sed/DM- VSCCTODataSubmission/004/02282024



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ENCLOSURE NO. 1



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0258

TO : **REGIONAL DIRECTORS**
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : **DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND**
COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY)
2023

DATE : 19 February 2024

Pursuant to Section 13 of Republic Act (RA) No. 4670 or the *Magna Carta for Public School Teachers* provides that the actual classroom teaching hours of teachers shall not be more than six (6) hours a day except in exigency of service where teachers may render more than six (6) hours but not exceeding eight (8) hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five percent of his basic pay.

In addition, Section 14 of the said RA states that any other activities outside the normal teaching duties of teachers, and any work performed in excess of eight hours a day rendered by other teachers or school officials not engaged in actual classroom instruction, shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

In view of the above and in fulfillment of the Department's MATATAG agenda to give support to teachers to teach better by providing appropriate compensation and benefits for work performed beyond the prescribed workload or working hours, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) is currently reviewing and developing the guidelines on overtime pay for teaching personnel.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2



ENCLOSURE NO. 1

In relation to this, may we request for the **consolidated data on the granted Vacation Service Credits (VSC) for Teaching Personnel and Compensatory Time-Off for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** to be used as basis for the budget proposal on Overtime Pay using the following format:

OFFICE	VSC (Teaching Personnel)	CTO (School-based Non-Teaching Personnel)
REGION		
SDO 1		
SDO 2		
SDO 3		
Total		

The consolidated data shall be submitted by the Regional Office to the BHROD-PD email: bhrod.pd@deped.gov.ph **on or before 15 March 2024.**

For any questions and clarifications in connection thereto, you may contact Ms. Reina Comabras of BHROD-PD, through telephone number (02) 8633-9345/8633-6546 or email at reina.comabras@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-PD/Comabras]