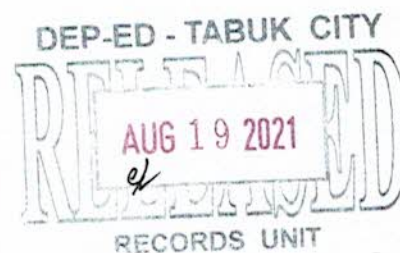




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



August 16, 2021

Division Memorandum

No. 222, s. 2021

REMINDER ON THE GRANT OF SERVICE CREDITS TO TEACHERS

To All Public Elementary and secondary school Heads
All PSDS
All Others Concerned

1. This is to reiterate DepED Order No. 53, s. 2003 authorized the grant of service credits to teachers for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.
2. Vacation service credits are used to offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.
3. Activities Eligible for the Grant of service Credits:
 - 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 the 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 school 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 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 special DepED 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 summer vacation or during weekends or during holidays.




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4. Activities Not Eligible for the Grant of Service Credits:
 - 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 connection 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;
 - e. Postponement of a regular teacher's vacation; and
 - f. Time spent in travelling to and from station to the place where services are rendered.
5. Procedure in the grant of service credit
 - a. Unit heads/school head 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 the Regional Director for action if activity is region wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.
6. The following documents/requirements shall be accomplished/submitted after completion of vacation service:
 - a. Accomplishment Report
 - b. Duly signed DTR/CS Form 48
 - c. Approved request for grant of service credit signed by SDS
7. For information and strict compliance.


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