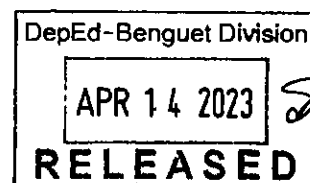




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



April 13, 2023

DIVISION MEMORANDUM

No. 114 s.2023

GUIDANCE ON REQUEST FOR VACATION SERVICE CREDITS/COMPENSATORY OVERTIME CREDIT/COMPENSATORY TIME-OFF

1. Pursuant to the DepEd Quality Management System establishing systematized processes and mechanisms, this Office provides guidance to SDO and field personnel relative to requests for Vacation Service Credits, Compensatory Overtime Credits (COC), or Compensatory Time-Off (CTO).
2. For clarification, the Civil Service Commission, in its Department Circular No. 352, s. 2004, provides definition to the following terms: Compensatory Overtime Credit (COC) refers to accrued number of hours an employee (for DepEd, they shall refer to non-teaching and teaching-related personnel) earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay. Compensatory Time-Off (CTO) refers to the number of hours or days an employee for DepEd, they shall refer to non-teaching and teaching-related personnel) is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.
3. DepEd Order No. 53, s. 2003 refers to Vacation service credits as leave credits earned by teachers for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.
4. To reiterate, the following procedure shall be complied with in the grant of Vacation service credits/COCs/CTOs:
 - a. Head of office/school recommends approval of request to render vacation or overtime service through a request letter;
 - b. Schools Division Superintendent approves/disapproves request;
 - c. If reason for request is not among those listed eligible (see Enclosure 1 for the list), 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/COCs/CTOs.



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- d. The following documents/requirements shall be accomplished/submitted after completion of vacation or overtime service:
- accomplishment report;
 - duly signed DTR/CS Form 48
5. Vacation service credits/COCs/CTOs shall not be granted for services rendered without previous authority.
6. Immediate dissemination of and compliance with this Memorandum is directed.


SALLY L. BANAKEN-ULLALIM, CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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Enclosure 1. List of Eligibles for Vacation Service Credits, COCs, CTOs

A. For COCs/CTOs

- 5.3 Overtime services may be authorized for the following activities:
- a. completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
 - b. relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
 - c. work related to school graduation/registration where the additional work cannot be handled by existing personnel during regular working hours;
 - d. work involving the preparation for and administration of government examinations, including the prompt correction and release of results thereof where existing personnel are not adequate to handle such work during regular working hours;
 - e. seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
 - f. preparation of special/financial/accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
 - g. the provision of essential public services during emergency situations, such as power and energy, water, distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
 - h. implementation of special programs/projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employees;
 - i. legal services to facilitate the dissolution of cases/resolutions/decisions;
 - j. services rendered by drivers and other immediate staff of officials when required to keep the same working hours as their superiors; and
 - k. such other activities as may be determined by the head of agency.

Reference: CSC Department Circular No. 342, s. 2004



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B. For Vacation Service Credits

d. Activities Eligible for the Grant of Service Credits

Service credits may be granted for the following activities:

- 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 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 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 the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

e. 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 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.

Reference: DepEd Order No. 53, s. 2003



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