



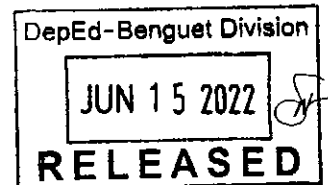
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

June 8, 2022

DIVISION MEMORANDUM

No. 179 s. 2022

TO: Public Schools District Supervisors/District Heads
School Heads of Public Elementary and Secondary Schools
Teachers in the Elementary and Secondary Schools
All Others Concerned



POLICIES ON THE GRANT OF VACATION SERVICE CREDITS TO TEACHERS

1. In accordance with DepEd Order No. 53, s.2003, or the "Updated Guidelines on Grant of Vacation Service Credits to Teachers", this office reiterates adherence to its provisions as to the activities eligible and not eligible for the grant of service credits and the proper documents/requirements to be accomplished as stipulated like: approved request to render vacation service, accomplishment report(s) and duly signed DTRs/CS Form 48.
2. In order to facilitate the proper completion and ensure the consistency of all the documents together with the pertinent attachments being submitted, this office enforces the utilization of the refined templates on *Request for Service Credits* and *Accomplishment Report* which are attached in the enclosure of this memorandum.
3. Moreover, accomplishments/documents of each requesting employee should be quantified and specific, prepared in two (2) original sets to be submitted by district (elementary and secondary) through the Records Section.
4. The aforesaid templates may also be downloaded through:
<https://bit.ly/sdobengpersonnelforms> .
5. Immediate dissemination and stringent compliance to this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570 (telefax)
email address: benguet@deped.gov.ph
website: www.depedbenguet.com
FB page: DepEd Tayo Benguet



Integrity Yields Accomplishments Modifies Advancement Nurtures Excellence



School Letter Head

Date

GLORIA B. BUYA-AO
Schools Division Superintendent

Madam:

Greetings!

The following would like to request for an overtime on (Date) for the following purpose(s):

Date	Name of employees	Purpose	No. of Service Credits earned <i>(To be filled in by Division Office personnel only)</i> Special Order No. _____

Thank you.

Very truly yours,

Name of employee(s)	Position	Signature
----------------------------	-----------------	------------------

Kindly Check the Type of activity

- Registration and election days
- Calamity and Rehabilitation
- Remedial Classes during Summer or Christmas
- Early opening of the School Year
(Brigada, Early enrollment)
- Sports competitions outside regular school days
- Train Teachers in addition to their normal teaching load
- Teaching overload not compensated by honoraria
- Teaching in non-formal education classes in addition to teaching informal education classes carrying a normal teaching load
- Work done during regular school days if this are in addition
- Conduct of testing activities held outside of school days
- Attendance or participation in Special Deped project and activities which are short term in duration such as English, Science, Math mentors training curriculum writing workshop, planning workshop etc if such are held during the summer vacation or weekends
- Trainings with Memo to be granted Service Credits

Noted:

_____ **School Head**

Recommending Approval:

_____ **PSDS**

Approved:

GLORIA B. BUYA-AO
Schools Division Superintendent

School Letter Head

Individual Daily Accomplishment Report

Date	Accomplishment(s)

Prepared by:

Employee

Noted:

School Head