



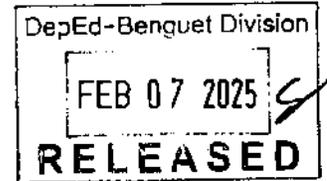
Republic of the Philippines
Department of Education
Schools Division of Benguet

4 February 2024

DIVISION MEMORANDUM
 No. 59 s. 2025

DISSEMINATION/REITERATION OF DEPED ORDER NO. 13, s. 2024
(REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS
FOR TEACHERS)

TO: Public Schools District Supervisors/In-charge
 Elementary and Secondary School heads
 Administrative Officer II
 All Others Concerned



1. Enclosed is DepEd Order 13, s. 2024 or the Guidelines on the Grant of Vacation Service Credits for Teachers.
2. All provisions of other existing issuance inconsistent with DepEd Order 13, s. 2024 are repealed, rescinded and modified accordingly.
3. District offices and schools are expected to disseminate this order to ensure that all relevant parties are aware of the new guidelines and procedures pertaining to this DO 13, s. 2024.
4. **Furthermore, to ensure that all teachers are given an updated number of their service credits. The School Administrative Officer II/Non-teaching personnel in charge of service credits are advised to coordinate with Ms. Nadia G. Ossic of the personnel section to facilitate the reconciliation of the teachers' leave ledger with the following schedule per district:**

Month	Day	District
February 2025	14	Atok
	21	Bakun
	28	Bokod
March 2025	7	Buguias
	14	Itogon I
	21	Itogon II
	28	Kabayan
April 2025	4	Kapangan
	11	Kibungan
	28	La Trinidad

April 2025	25	Mankayan
May 2025	2	Sablan
	9	Tuba
	16	Tublay

**Note: All reconciliation not done within the said schedule will be accommodated every Friday starting May 23, 2025, until all ledgers are reconciled/updated.*

5. Immediate and widest dissemination of this Memorandum is desired.



ESTELA P. LEON-CARIÑO EAD, CESO III
 Regional Director and
 concurrent Officer-in-Charge
 Office of the Schools Division Superintendent

Encl: As Stated

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