



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 423, s.2024

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 418 S. 2024
(CONDUCT OF MAKE-UP CLASSES IN COMPLIANCE WITH DEPED ORDER NO. 37,
S. 2022)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
All Elementary and Secondary School Heads
Section and Unit Heads
All SDO Proper Personnel
All Others Concerned

1. This Division issued Division Memorandum No. 418, s. 2024 on the Conduct of Make-up Classes in Compliance with DepEd Order No. 37, s. 2024.

2. Item No. 3 of the said memorandum states:

"DepEd Order No. 14, s. 2021, on the "Guidelines on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities" specifically Part IV, item 1.a states:

"The teaching personnel, including ALS teachers, solely handling cancelled or suspended classes are not required to report to work, regardless of working arrangement adopted by the school, in consideration of the work/ service that they have to render during make-up classes." Therefore, there will be no service credit to be provided during the conduct of make-up classes. (Underlined for emphasis)

3. The Civil Service Commission (CSC) and the Department of Budget and Management (DBM) issued Joint Circular No. 1, s. 2015 providing policies and guidelines on overtime services and overtime pay for government employees.

4. Listed in the priority activities that may warrant rendition of overtime services are those activities needed to meet performance targets or deliver services to the public as may be determined by the agency head.

5. In DepEd, the conduct of makeup classes qualifies to this category since it ensures the fulfillment of the Department's core mandate – to promote and protect the right of learners to quality basic education.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com



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6. Therefore, Item No. 3 of DM No. 418, s. 2024 shall be read as follows:

3. *DepEd Order No. 13, s. 2024 on the Revised Guidelines on the Grant of Vacation Service Credits for Teachers provides for eligible activities to wit:*

a. *Services rendered in connection with the conduct of remedial/enhancement classes during weekends, summer/long vacation, Christmas vacation, or outside of regular school days;*

xxx

h. *Services rendered before, during, and after a calamity when schools are being used as evacuation centers;*

xxx

l. *Teachers who are performing teaching-related assignments performed beyond regular working hours as defined by other applicable DepEd issuances.*

Therefore, School heads are advised to follow the proper procedure on the grant of VSC.

7. For widest dissemination, information, guidance, and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent

ADY. ARTUR



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
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Website: www.depedvigancity.com



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