



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

Office of the Schools Division Superintendent

2504-984

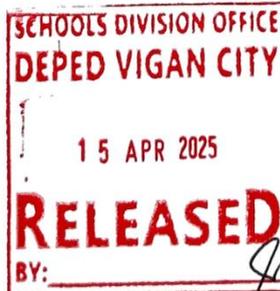
DIVISION MEMORANDUM

No. 209, s.2025

CLARIFICATORY GUIDELINES ON DEPED ORDER NO. 009 S. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel
Public School Heads
All Teaching Personnel

1. The Department of Education released a memorandum to unify interpretation on the 30-day uninterrupted vacation of teachers.
2. The following are important points lifted from the said memorandum (attached here as Annex A):
 - a. The 30-day vacation period is counted using calendar days, which includes weekends and holidays.
 - b. Teachers may choose their vacation period either continuously or in a staggered manner from April 16 to June 1. If the vacation is staggered, weekends and holidays are not excluded from the count.
 - c. School heads shall not assign, determine, nor deny the schedule of a teacher, provided it is compliant with guidelines.
 - d. Teachers who do not submit a letter of intent is assumed to follow the default school calendar. This does not prevent them from enjoying the 30-day uninterrupted vacation period from April 16 to June 1, 2025.
 - e. In preparation for the school opening, teachers may be **requested** to render service within the last two week of vacation from June 2 to 16, 2025, subject to the grant of vacation service credits.
 - f. Participation of teachers in any eligible activities shall be granted vacation service credits, subject to the usual guidelines.
3. For widest dissemination, information, guidance, and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisolldgo 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

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

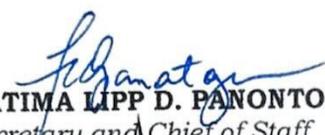


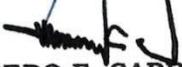


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-OPS-2025-0001

TO : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendent
School Heads
All Others Concerned

FROM : 
Atty. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


MALCOLM S. GARMA
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Operations

SUBJECT : **Clarificatory Guidelines on DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)**

DATE : 14 April 2025

In view of the various interpretations of DepEd Order No. 009, s. 2025 or the *Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)*, particularly on the 30-day uninterrupted vacation of teachers, the following clarifications are provided to ensure uniform interpretation and implementation:

- a. In terms of scheduling of vacation days, teachers **shall choose their vacation period** either continuously or in a staggered manner from April 16 to June 1, 2025, based on the schedule of summer program/activities issued by the Department. However, weekends and holidays are not excluded from the count if the vacation is staggered.

The 30-day vacation period is counted using calendar days, which **includes weekends and holidays.**



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

- b. **Under no circumstances shall the school head assign or determine a teacher's uninterrupted vacation days nor deny a teacher of his/her chosen vacation period provided it complies with guidelines set forth in the issuance.**

The school heads shall document and maintain an official record of the declared uninterrupted vacation days of teachers for reference.

- c. During the declared 30-day vacation period, teachers **shall not be required** to participate in any school-related activities. Attendance at such activities shall be entirely voluntary and within their discretion.

Additionally, school heads must ensure that the scheduling of school-related activities, such as training sessions and seminars, does not interfere with a teacher's designated vacation period.

- d. Teachers who do not submit a letter of intent for uninterrupted vacation will be assumed to follow—and be amenable to—the default school calendar and summer program/activity schedule set by the Department. However, this does not prevent them from enjoying the 30-day uninterrupted vacation period from April 16 to June 1, 2025.
- e. In preparation for the school opening, teachers may be requested to render services within the last two (2) weeks of vacation from June 2 to 16, 2025, subject to the grant of vacation service credits pursuant to existing guidelines.
- f. School heads, including teachers who were designated as Teacher-in-Charge (TIC), who are entitled to vacation and sick leave credits are excluded from the coverage of item no. 31 of DO 9, s. 2024, as amended.
- g. Participation of teachers in any eligible activities under DO 13, s. 2024 during the 60-day school break shall be granted vacation service credits (VSC) equivalent to the actual days of rendered service of teachers.

For reference and guidance.
