



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

DIVISION MEMORANDUM

No. 6/4, s. 2025

Vacation Service Credits for Voluntary Participation in Professional Development Activities During the Midyear Break

TO: Assistant Schools Division Superintendent
CES – SGOD
CES – CID
Elementary & Secondary Public-School Heads
All Others Concerned

1. This Office disseminates the enclosed Memorandum DM-OUHROD-2025-2949, dated October 23, 2025, from Undersecretary Wilfredo E. Cabral regarding the granting of **Vacation Service Credits (VSC)** for voluntary participation in professional development activities during the Midyear Break from October 27 – 30, 2025
2. Key provisions from the memorandum are as follows:
 - Teachers who voluntarily attend these activities shall be granted **1.5 days VSC per eight (8) hours** of rendered services.
 - This grant is **inclusive** of the maximum limitation specified under DepEd Order 13, s. 2024.
 - The activities must be **pre-approved** and conducted by the Central Office, Regional Office, or Schools Division Offices (SDO).
 - Eligible activities include training, professional development, planning or policy workshops, output-based activities like writeshops, and other approved activities aligned with DepEd's goals.
3. All concerned, especially School Heads, are enjoined to ensure **proper documentation and submission of attendance and activity reports** to facilitate the prompt processing of VSCs.
4. For immediate and wide dissemination to all teaching personnel.



VILMA D. EDA, CESO V
Schools Division Superintendent





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2949

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : VACATION SERVICE CREDITS FOR VOLUNTARY
PARTICIPATION IN PROFESSIONAL DEVELOPMENT
ACTIVITIES DURING THE MIDYEAR BREAK

DATE : October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and

submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

Copy furnished:

OFFICE OF THE SECRETARY
osec@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1441 s. 2025

**VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN
PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK**

To: Schools Division Superintendents
All Concerned Personnel

1. In reference to Regional Memorandum No. 1436, s. 2025 titled Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities, teachers may be granted Vacation Service Credits (VSC) if they voluntarily participate in pre-procured and pre-planned professional development programs or other DepEd activities during the said period.
2. Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office (CO), Regional Office (RO), or Schools Division Offices (SDOs). These activities may include training or professional development, planning or policy workshops, output-based activities such as write shops, and other such approved activities that teachers were requested to attend, and which are aligned with the Department's strategic initiatives or professional development goals.
3. Participation of teachers during the Midyear Break shall remain purely voluntary. The requirement for submission of reports by SDOs to RO and schools to SDOs is intended solely for monitoring purposes and to maintain a record of voluntary participation, especially in cases where the planned activity can no longer be rescheduled. No teacher shall be required or compelled to participate in any activity during the declared Wellness Break period.
4. This issuance recognizes and appreciates the commitment of teachers who choose to use their Midyear Break productively while ensuring that their rendered services are properly documented and credited. All concerned are advised to ensure proper reporting and verification of attendance to facilitate the processing of corresponding VSCs.

5. For concerns or queries, please contact the **National Educators Academy of the Philippines-Region I** at neap.region1@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
Director IV

Encl.: None

Reference: RM. No. 1436, s. 2025

To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS

TRAINING PROGRAMS

HRDD/rrm/RM_VSCMidyearBreak
October 24, 2025



DepEd R01



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