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

Office of the Schools Division Superintendent

27 OCT 2026

DIVISION MEMORANDUM

No. 933, s. 2026

REITERATION OF THE PROCEDURES ON THE GRANT OF SERVICE CREDITS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID & SGOD
Section Heads/Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 13, s. 2024, titled, "Revised Guidelines on the Grant of Vacation Service Credits for Teachers", this office reiterates the procedures on the grant of Service Credits.
2. The following procedures shall be observed prior to the conduct of activities eligible for Vacation Service Credits:
 - a. The **Division Chief** or the **School Head** through the program focal person shall prepare a written request for the grant of Vacation Service Credits for eligible activities addressed to the Schools Division Superintendent or Regional Director, as applicable. The request shall indicate the eligible activity, number of days and duration of the proposed activity.
 - b. The Schools Division Superintendent shall have the authority to approve requests for the grant of Vacation Service Credits for eligible activities at the school, district and SDO level
3. The following documents/requirements shall be accomplished and submitted by the Division Chief/School Head after the completion of the activity/ies conducted.
 - a. Duly signed Daily Time Record (DTR)/CS Form 48;
 - b. Accomplishment Report;
 - c. Mode of Verification such as certificate of attendance/completion, or other official attendance monitoring mechanisms that are recorded and verifiable; and
 - d. Memorandum or letter of authority from the Schools Division Superintendent and/or the Regional Director.
4. The Division Chief/School Head will consolidate and submit the documents/requirements to the Schools Division Superintendent for approval **within one (1) month** after the completion of the activity.

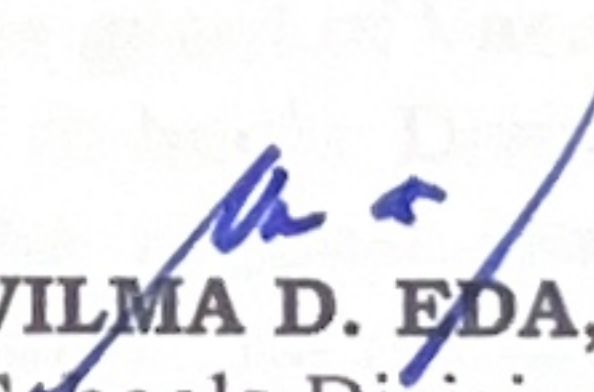


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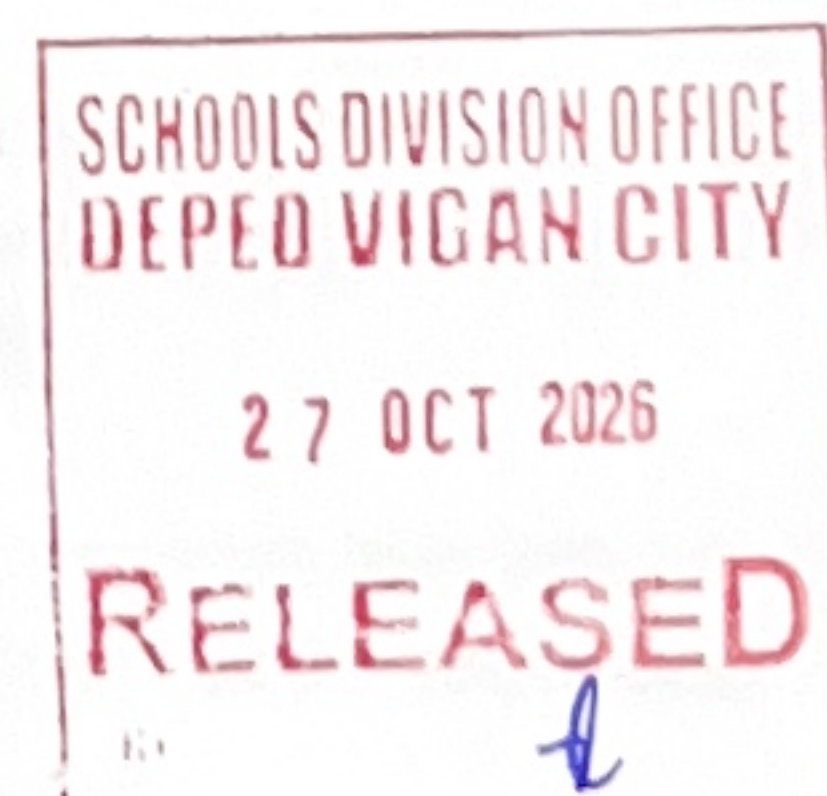
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5. Human Resource Management Officers (HRMOs)/In-Charge shall prepare the prescribed template of Special-Order indicating list of eligible teachers and number of earned Vacation Service Credits based on the actual number of days teachers have attended, to be approved by the SDS.
6. Once approved, the Personnel Unit shall record the earned Vacation Service Credits in the Employee's Leave Card.
7. Furthermore, for **Division program-initiated activities, Division Chiefs and Program Owners shall ensure that participants submit the requirements** on the requests for the grant of Service Credits during the conduct of the activity. Participants shall accomplish and submit the required documents, such as certificates of attendance, accomplishment reports, and Daily Time Records (DTRs), and other documentary requirements, if any, **at the activity venue.**
8. To ensure timely processing, **all requests for the grant of Vacation Service Credits, including the submission and checking of supporting documents, shall be completed within five (5) to fourteen (14) working days after the activity.** This internal processing timeline shall be observed to ensure compliance with the prescribed one-month submission period under DepEd Order No. 13, s. 2024.
9. Immediate dissemination of and compliance with this Memorandum is directed.


VILMA D. EDA, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

GRANT
POLICY
PROCEDURE
SERVICE
TEACHERS



OSDS/Admin/daa



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