



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

04 Jan 2022

DIVISION MEMORANDUM
No. 005, s. 2021

**UPDATES AND CLARIFICATION ON THE GRANT AND
UTILIZATION OF VACATION SERVICE CREDITS**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform all public-school teachers on the updates and clarification relative to the grant and utilization of vacation service credits, details to wit:
 - a. With reference to DepEd Memorandum 65, s. 2021, teachers are allowed to claim service credits exceeding 15 days
 - b. In accordance with Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998, as amended by CSC MC 9, s. 2012, teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP). Vacation Service Credits earned by public school teachers for services rendered during activities **authorized by proper authorities** during long and Christmas vacation are used to offset their absences **due to illness or to offset proportional deduction in vacation salary** due to absences for personal reasons or late appointment. Consequently, absences other than due to illness will be automatically processed as without pay. Enclosed are illustrative examples to serve as reference.

2. All are enjoined to refer to Division Memorandum 271, s. 2021 relative to the request and grant of vacation service credits. All are reminded that Online request for grant of vacation service credits must be made one (1) month from the end date service is rendered. Only those with approval of request to render vacation service from the proper authority before rendering the service will be processed by the Personnel Unit.



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3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

OLGA C. ALONSABE
Schools Division Superintendent

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

BENEFITS

EMPLOYEES

POLICY



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Illustrative Examples:

A newly hired teacher I has earned 5 days Vacation Service Credits during the School Year 2019-2020. For instance, she will be filing leave of absence with any of the following cases:

Case 1. Has filed a total Leave of Absence of 10 days due to personal (vacation) reasons during the SY 2020-2021.

Leave of Absence: 10 days Leave (absence not due to illness) - Without Pay
Vacation Service Credits: 5 days
PVP Computation:

How to compute Total Days if completed SY		
Actual Days Served	389	
LESS: Total Absences w/o pay	5	->5 days offset to Service Credit
	384	
MULTIPLY: Factor	0.206	
	79.104	
LESS: Number of Christmas Vacation days	16	
Total Days PVP	63.104	
ROUNDED OFF	63	->No. of days with pay during Summer

Service Credits Balance after PVP: 0

Case 2. Has filed a total Leave of Absence of 6 days due to illness during the SY 2020-2021.

Leave of Absence: 5 days leave with pay and 1 day LWOP
Vacation Service Credits: 5 days
PVP Computation:

How to compute Total Days if completed SY		
Actual Days Served	389	
LESS: Total Absences w/o pay	1	* excess to the available service credits
	388	
MULTIPLY: Factor	0.206	
	79.928	
LESS: Number of Christmas Vacation days	16	
Total Days PVP	63.928	
ROUNDED OFF	64	->No. of days with pay during Summer

Service Credits Balance after PVP: 0

Case 3. Has filed a total Leave of Absence of 5 days leave of absence during the SY 2020-2021.

Leave of Absence: 4 days leave with pay (due to illness) and 1 day LWOP (absence not due to illness)
Vacation Service Credits: 5 days
PVP Computation:

How to compute Total Days if completed SY		
Actual Days Served	389	
LESS: Total Absences w/o pay	1	*absence not due to illness are automatically w/o pay regardless if employee has available service credits
	388	
MULTIPLY: Factor	0.206	
	79.928	
LESS: Number of Christmas Vacation days	16	
Total Days PVP	63.928	
ROUNDED OFF	64	->No. of days with pay during Summer

Service Credits Balance after PVP: 1