



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

August 18, 2021

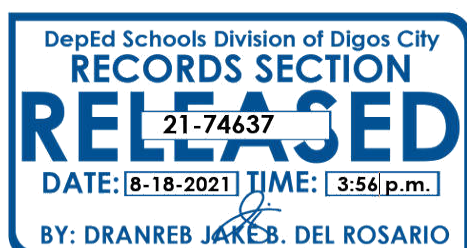
DIVISION MEMORANDUM

No. **491**, s. 2021

**GRANT OF SERVICE CREDITS TO TEACHERS FOR SERVICES RENDERED
DURING SUMMER VACATION**

To: Human Resource Management Office
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All other concerned

1. Pursuant to DepEd Order No. 53, s. 2003 or the Updated Guidelines on the Grant of Vacation Service Credits to Teachers indicates that attendance or participation in Special DepEd Projects and activities which are short term in duration is considered as one of the identified activities eligible for the grant of **Service Credits** for teachers who serve during Saturdays, Sundays, and Holidays.
2. Moreover, Par. 1(b) of the said order states that, **teacher's vacation service credits** refer to credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the authority. Other activities eligible for the grant of Service Credits are stipulated in Par. 1(d)
3. Hence, this office reiterates the said guidelines and apprises all concerned on the following documentary requirements which shall be submitted to the Human Resource Management Office for the crediting of Service Credits.
 - Completely filled-out Daily Time Record (CSC Form 48) duly verified/signed by the School Head. And,
 - A memorandum which shall be issued by the School Head that reflects the day, task, duration and time. (Note: An accumulation of Eight (8) hours active work shall be equivalent to 1 day Service Credit.)
4. Attached is DepEd Order No. 53, s.2003 for your reference and guidance.
5. For your information and compliance.




CRISTY C. EPE
Schools Division Superintendent