



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2023- 273

To : CID Chief  
Div. ALS Focal Person and EPSAs  
All ALS Teachers  
Community ALS Implementers

Subject : CONDUCT OF LITERACY MAPPING OF POTENTIAL ALS LEARNERS  
IN 26 BARANGAYS IN DIGOS CITY FOR S.Y. 2023-2024

Date : July 12, 2023

In view of the opening of classes for School Year 2023-2024, all ALS Teachers and Community ALS Implementers are hereby directed to conduct Literacy Mapping of Potential ALS Learners in 26 Barangays within Digos City for S.Y. 2023-2024 with the assistance of Education Program Specialist II in ALS on August 1-5 & 7-11, 2023.

The activity aims to:

- Identify prospective ALS client in every Barangay;
- Track the record of ALS Passers; and
- Enroll and cater the interested learners in each Barangay for the SY 2023-2024.

Since this activity will be conducted during vacation time, each participant shall be granted ten (10) days service credits as per DO 53, s. 2003, titled "Updated Guidelines on the grant of Vacation Service Credits to Teachers" for the work beyond regular function or regular work hours/days where overtime payment or honorarium is not possible.

Participants are required to prepare Authority to Travel for the said activity and must submit daily report of ALS Form 1 or the Literacy Mapping Form and ALS Form 2 or Enrolment Form through online or hardcopy. They are also required to submit their individual accomplishment report at the Division ALS Office.

Travel expenses of the monitors – Division ALS Focal Person and EPSAs shall be charged to downloaded Program Support Fund 2023/Local funds/MOOE subject to the usual accounting and auditing rules and regulations.

For information, guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-10-24

DATE: JUL 18 2023 TIME: 3:19 PM  
BY: *[Signature]*

Enclosed: As stated.  
CID/ALS/grs



Telephone Nos.: (082) 553-8375; (082) 553-8396  
Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
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*Tanggapan ng Kalihim*  
*Office of the Secretary*

Direct Line: 687-2922 / 687-4177  
E-Mail: [osec@deped.gov.ph](mailto:osec@deped.gov.ph)  
Website: <http://www.deped.gov.ph>

DepEd ORDER  
No. 53, s. 2003

JUN 24 2003

**UPDATED GUIDELINES ON GRANT OF VACATION SERVICE  
CREDITS TO TEACHERS**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Elementary and Secondary Schools  
All Others Concerned

1. In line with the policy of this Office to periodically review existing rules and regulations with a view to improve the delivery of education services, the various issuances on the grant of vacation service credits to teachers on teachers' leave basis are hereby updated and consolidated as follows:

a. **Statement of Policy**

The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations wherein extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

b. **Definition of Terms**

- a. For purposes of this Order, the term, "teacher" shall refer to teachers who do not have to report for classes during the Christmas and long summer vacation and still be entitled to their regular compensation.
- b. The term, **teachers' vacation service credits** refers to the leave 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 proper authority.
- c. The term **normal teaching load** shall refer to six (6) hours of actual classroom teaching a day.

c. **Uses of vacation service credits**

Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.

d. **Activities Eligible for the Grant of Service Credits**

Service credits may be granted for the following activities:

- a. services rendered during registration and election days as long as these are mandated duties under existing laws;
- b. services rendered during calamity and rehabilitation when schools are used as evacuation centers;
- c. services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
- d. services rendered in connection with early opening of the school year;
- e. services rendered during school sports competitions held outside of regular school days;
- f. services rendered by those who train teachers in addition to their normal teaching loads;
- g. teaching overload not compensated by honoraria;
- h. teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;
- i. work done during regular school days if these are in addition to the normal teaching load;
- j. conduct of testing activities held outside of school days; and
- k. attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

e. **Activities Not Eligible for the Grant of Service Credits**

Service credits shall not be granted for the following activities:

- a. in-service training programs fully funded by the government;
- b. assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;
- c. reassignment of teachers to duty in another bureau or office; (detailed in another government office)
- d. assignment in connection with exhibits at a fair;
- e. postponement of a regular teacher's vacation; and
- f. time spent in travelling to and from station to the place where services are rendered.

f. **Procedure in the Grant of Service Credits**

a. The following steps shall be followed in the grant of service credits:

- a.1 Head of office/school recommends approval of request to render vacation service
- a.2 Schools Division Superintendent approves/disapproves request
- a.3 If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity



is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.

b. The following documents/requirements shall be accomplished/submitted after completion of vacation service:

- b.1 accomplishment report
- b.2 duly signed DTR/CS Form 48

**g. Other Rules**

The following rules shall also apply in the grant or use of service credits:

- a. One work day of vacation service credit is granted for one day (eight hours) of service;
- b. The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;
- c. Vacation service credits shall not be granted for services rendered without previous authority;
- d. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;
- e. In the monetization of teachers leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits;

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

$$\text{Vacation and Sick Leave}^* = 30y / 69$$

Where 30 = Number of days in a month  
Y = Total number of teacher's service credits  
69 = 58 days of summer vacation plus  
11 days of Christmas vacation

\*No. of days derived shall be divided equally into vacation and sick leave credits

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

$$Y = \frac{VL + SL}{30} \times 69$$

- f. The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and ↵

g. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

h. These guidelines shall take effect immediately.

2. Strict compliance with this Order is directed.

  
EDILBERTO C. DE JESUS  
Secretary

Reference:  
DECS Order: No. 5, s. 1999

Allotment: 1—(D.O. 50-97)

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

POLICY  
SERVICE  
TEACHERS



AF2



Republic of the Philippines  
Department of Education  
ALTERNATIVE LEARNING SYSTEM  
MODIFIED ALS ENROLLMENT FORM  
(AF2) Learner's Basic Profile



Date \_\_\_\_\_

LRN (if available) 

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**Personal Information (Part I)**

Last Name	First Name	Middle Name	Name Extension
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**CURRENT ADDRESS**

House No./Street/Sitio	Barangay	Municipality/City	Province
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**PERMANENT ADDRESS**    *Same with your Current Address?*     Yes     No

House No./Street/Sitio	Barangay	Municipality/City	Province
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Birthdate (mm/dd/yyyy) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>											Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (Municipality/City)	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Solo Parent <input type="checkbox"/> Married <input type="checkbox"/> Widower

Religion	IP (Specify ethnic group) :	Mother Tongue	Contact Number/s
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PWD     Yes     No

If Yes, specify the type of disability:

<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Physical Disability
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Others

*Is your family a beneficiary of 4Ps?*     Yes    *If Yes, write the 4Ps Household ID Number below*

No    

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<b>Name of Father/Legal Guardian</b>			
Last Name	First Name	Middle Name	Occupation
<b>Mother's Maiden Name</b>			
Last Name	First Name	Middle Name	Occupation

**Educational information (Part II)**

Last grade level completed (Check only if applicable)								
Elementary			Junior High School			Senior High School		
<input type="checkbox"/> Kinder	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 11		
	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 10			

**Why did you not attend/complete schooling? (For OSY only)**

No school in Barangay

School too far from home

Needed to help family

Unable to pay for miscellaneous and other expenses

Others: \_\_\_\_\_

**Have you attended ALS learning sessions before?**     Yes     No

If Yes, check the appropriate program:

Basic Literacy     A&E Secondary

A&E Elementary     ALS SHS

**Have you completed the program?**     Yes     No

If No, state the reason: \_\_\_\_\_



What learning Modality/ies do you prefer? Choose all that apply.

- Modular (Print)       Online       Radio-Based Instruction       Face to Face  
 Modular (Digital)       Educational TV       Blended

Accessibility and Availability of CLC (Part III)

How far is it from your home to your Learning Center?    in kms \_\_\_\_\_    in hours and mins. \_\_\_\_\_

How do you get from your home to your Learning Center?     Walking     Motorcycle     Bicycle     Others (Pls. specify) \_\_\_\_\_

When can you attend your Learning Session?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What specific time can you be at your Learning Center?							

*I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.*

\_\_\_\_\_  
ALS Teacher/Community ALS Implementor/Learning Facilitator: Signature and Date

\_\_\_\_\_  
Learner: Signature and Date

Not for Sale