



Republic of the Philippines  
*Department of Education*  
Cordillera Administrative Region  
**DIVISION OF MOUNTAIN PROVINCE**  
Bontoc, Mountain Province



**DIVISION MEMORANDUM**  
**No. 267, s. 2019**

**DATE:** 2 September 2019

**TO:** **ALL CONCERNED**

**FROM:** **SALTY B. ULLALIM, CESO V**  
Schools Division Superintendent

**SUBJECT: RETERRATION OF DEPED ORDER NO. 53, S. 2003 AS AMENDED**

This is to reiterate DepEd Order No. 53, s. 2003 or the Updated Guidelines on the Grant of Vacation Service Credits to Teachers as amended by DepEd Order No. 84, s. 2003. Pursuant to said order, the following shall serve as guidelines on the grant and use of service credits:

1. Service credits are to be used to offset absences of a teacher due to illness.
2. In offsetting, one (1) work day service credit is equal to one (1) day of absence.
3. The following activities shall be eligible for the grant of service credits:
  - 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 provided that despite exhaustion of all possible means, the conduct of remedial classes is still necessary;
  - d. Services rendered in connection with the early opening of the school year;
  - e. Services rendered in school sports competitions held outside of regular school days provided however, that if regular school days were already used for the allowable number of days for a certain sports competition, no service credits shall be granted even through a non-regular school day was used; (i.e. school intramurals is allowed only one (1) day so that if the school used Friday and Saturday, there shall be no service credits for the Saturday since intramurals is only for one day and Friday was used)
  - f. Conduct of testing activities outside of school days; and
  - g. 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 or during holidays; (as amended by DepEd Order No. 84, s. 2003)

4. Meanwhile, the following activities shall not be eligible for the grant of service credits:
  - a. In-service training programs fully funded by the government.
  - b. Assignment to clerical work, such as checking of forms and finishing reports commonly required in connection with the opening and closing of classes;
  - c. Reassignment 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 travelling to and from station to the place where services are to be rendered.
5. The following steps shall be strictly observed in the grant of service credits:
  - a. The head of office/school shall recommend the approval of request to render vacation service;
  - b. Schools Division Superintendent approves/disapproves request;
  - c. If the ground for request is not among those eligible activities, the request should be forwarded to the Regional Director for action if the 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.
  - d. For Division conducted activities which are eligible for the grant of service credits, the Program coordinators/implementers must indicate in their memorandum that a service credit shall be given to the participants including the number of days thereof;
6. One work day of vacation service credit is granted for one day (eight hours) of service.
7. The number of days of vacation service credits shall not exceed fifteen (15) work days in one year unless authorized by the Secretary upon the recommendation of the Regional Director. For this purpose, the personnel unit is hereby tasked to formulate a mechanism to ensure that this rule is observed.
8. Vacation service credits shall not be granted for services rendered without previous authority.
9. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis. Hence, they are not entitled to vacation service credits.
10. 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.
11. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after 16 January 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

For the guidance and strict compliance of all concerned.