



23 December 2015

DIVISION MEMORANDUM

No. 262, s. 2015



To: OIC ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Unit Heads
All others concerned

GUIDELINES ON THE GRANT OF SERVICE CREDITS

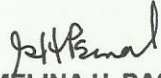
1. Per DepEd Order no. 53 and 84, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers, this Office calls the attention of all concerned to:

Activities 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 for 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. Service 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 or during holidays.

Additional Activities Eligible for the Grant of Service Credits:

- a. The conduct of remedial instruction to assist students who perform poorly in periodical and other written tests, in excess of the maximum actual teaching time (DepEd Order No. 5, s. 2004);
 - b. Implementation of the Dropout Reduction Program (DORP) and Open High School Program (OHSP) by teachers who have to render overtime teaching services on weekends in order to reach out-of-school youths (DepEd Order No. 19, s. 2011);
 - c. Active involvement in the weeklong Brigada Eskwela activity – A complete six-day participation in the maintenance effort shall give teachers a three-day service credit entitlement (DepEd Memo No. 41, s. 2015).
2. To facilitate the granting of service credits, coordinators/supervisors/focal persons of activities that entail service credits are directed to submit to this Office (ATTENTION: HRMO) a list of participants per school for reference not later than two (2) weeks after the undertaking.
 3. For wide dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent