



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 07, 2023

**REGIONAL MEMORANDUM**

No. **836** s. 2023

**GRANT OF SERVICE CREDITS TO THE TEACHER PARTICIPANTS  
OF THE 2023 REGIONAL CLIMATE CHANGE CARAVAN**

To: Schools Division Superintendents  
Division DRRM Coordinators  
All Others Concerned

1. In reference to Regional Memorandum No. 515, s. 2023, re: Conduct of 2023 Regional Climate Change Caravan, this Office, through the Education Support Services Division (ESSD), informs that the teacher participants of the aforementioned activity whose names are found in the enclosure are hereby granted service credits for three (3) days per DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers.

2. Immediate dissemination of this Memorandum and strict compliance with its contents are highly desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: As stated

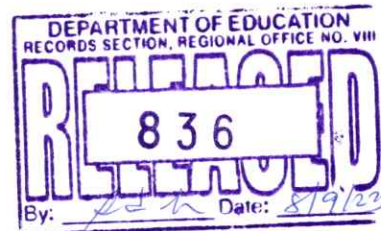
References: As stated

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

DEPED ORDER NO. 53, S. 2003

SERVICE CREDIT

ESSD-SPPS-TJCP



Enclosure No. 1 to Regional Memorandum No. 836, s. 2023**TEACHER PARTICIPANTS OF THE 2023 REGIONAL  
CLIMATE CHANGE CARAVAN**

July 24-26, 2023

<b>Name</b>	<b>Coached Competition</b>	<b>Division</b>
Maria Merlina S. Galeos	Quiz bee	Baybay City
Marvin G. Alidro	Poster-making	Baybay City
Mary Jane A. Gayo	Quiz bee	Borongan City
Gemma G. Basada	Poster-making	Borongan City
Maria Salva Mae C. Quijano	Quiz bee	Biliran
Dante G. Jamin	Poster-making	Biliran
Nestor J. Oliveros Jr	Quiz bee/ Poster-making	Calbayog City
Cynthia R. Luay	Quiz bee/ Poster-making	Catbalogan City
Imee M. Araus	Quiz bee/ Poster-making	Eastern Samar
May de Paz Picardal	Quiz bee	Leyte
Jayson H. Solis	Poster-making	Leyte
Jessel G. Almacin	Quiz bee/ Poster-making	Maasin City
Jon Bernard T. Balading	Quiz bee/ Poster-making	Northern Samar
Maria Rona A. Nacional	Quiz bee/ Poster-making	Ormoc City
Ezekiel C. Cabrigas	Quiz bee	Samar
Jessa Mae S. Arnaiz	Poster-making	Samar
Bety P. Ongcoy	Quiz bee	Southern Leyte
Rumelyn E. Espinosa	Poster-making	Southern Leyte
Janice Emmeflor G. Mendoza	Quiz bee	Tacloban City
Joanne M. Fulminar	Poster-making	Tacloban City



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REPUBLIC OF THE PHILIPPINES  
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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



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 01, 2023

**REGIONAL MEMORANDUM**

No. **515** 2023

**CONDUCT OF 2023 REGIONAL CLIMATE CHANGE CARAVAN**

To: Schools Division Superintendents  
Division DRRM Coordinators  
All Others Concerned

1. In line with the Department of Education's (DepEd) unwavering commitment to environmental stewardship and raising awareness about climate change, the DepEd Regional Office VIII is proud to announce the upcoming 2023 Regional Climate Change Caravan. With the theme "Journey Towards a Sustainable Future," this significant event is scheduled to take place from July 26 to 28, 2023, at the RELC NEAP - Training Hall, situated within the DepEd Regional Office Complex.

2. The primary objective of this activity is to foster a deep sense of awareness and comprehension regarding climate change among learners, education personnel, and the communities in which our learning institutions are situated. By promoting knowledge and understanding, we aim to empower individuals to become active participants in addressing the challenges posed by climate change. Through meaningful engagement and collaborative efforts, we strive to create a collective consciousness that drives sustainable action and ensures a better future for generations to come.

3. The participants in this training are the following:

Participants	Number of Pax
Division DRRM Coordinator	13
Division Office Personnel *driver	13
CCAM Quiz Bee	13
Poster-Making Contestant	13
The Climate Reality Project Speaker	1
Regional DRRM Coordinator	1
SPPS Unit Head	1
ESSD Chief	1
ESSD Staff (TWG)	5
Total	61

4. The expenses for meals, venue rental, and other related expenditures shall be charged against the CY 2023 Disaster Preparedness and Response Program (DPRP)



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Funds. Meanwhile, the travel expenses and per diem of the participants shall be charged against their respective local funds, subject to the existing accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director *H*

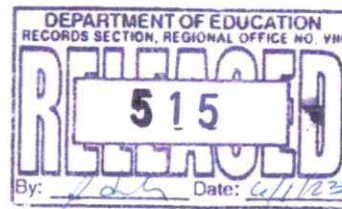
Enclosures: As stated

References: None

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

CLIMATE CHANGE CARAVAN

ESSD-SPPS-TJCP



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Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

July 11, 2023

**REGIONAL MEMORANDUM**

No. **728** s.2023

**ADDENDUM TO REGIONAL MEMORANDUM NO. 515, S. 2023 RE: CONDUCT OF 2023 REGIONAL CLIMATE CHANGE CARAVAN**

To: Schools Division Superintendents  
 Division DRRM Coordinators  
 All Others Concerned

1. In reference to Regional Memorandum No. 515, s. 2023, regarding the upcoming 2023 Regional Climate Change Caravan, this Office, through the Education Support Services Division (ESSD) and in coordination with the Regional Disaster Risk Reduction and Management (DRRM) coordinator, hereby provides the field with supplementary guidelines as follows:

a. The coaches of the participating contestants in the Quiz Bee and Poster-Making contest have the option to accompany the learners or not.

b. Should the coaches choose to accompany their contestants, the travel expenses and per diem of the coaches shall be charged against their respective Division DRRM/Local Funds/MOOE or School Local Funds/MOOE. This allocation is subject to the existing accounting and auditing rules and regulations in place.

c. All Division DRRM coordinators are strongly advised to diligently secure a parental consent letter and a waiver from each delegate under their supervision. This ensures that necessary permissions are obtained and potential liabilities are addressed appropriately.

2. All other provisions stated in the aforementioned issuance remain in full effect.

3. Prompt dissemination of this Memorandum and strict compliance with its contents is highly desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosures: None

References: As stated

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

ADDENDUM 2023 REGIONAL CLIMATE CHANGE CARAVAN  
 ESSD-SPPS-TJCP



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