



TEACHER'S VACATION SERVICE CREDITS

I. Teachers' Vacation Service Credits

- Leave credits earned by teachers for services rendered on activities during summer or christmas vacation or in the course of the school year (Deped order no. 53 s. 2003)
- Services done beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible

Activities/Services Eligible for the Grant of Service Credits

- 1. During registration and election days*
- 2. During calamity and rehabilitation when schools are used as evacuation centers*
- 3. Conduct of remedial classes during summer or christmas vacation or outside of regular school days*
- 4. In connection with early opening of the school year*
- 5. During school sports competition held outside of regular school days*
- 6. Services rendered by those who train teachers in addition to their normal teaching loads*
- 7. Teaching overload not compensated by honoraria*
- 8. Teaching in non-formal education classes in addition to teaching formal education classes carrying a normal teaching load*
- 9. Work done during school days in addition to normal teaching load*
- 10. Conduct of testing activities held outside of school days*
- 11. Attendance/participation in special DepEd projects and activities which are short term in duration*

Activities not eligible for the grant of service credits

- *In-service training programs fully funded by the government*
- *Assignment to clerical work as checking of forms and finishing of reports*
- *Reassignment of teachers to duty in another bureau or office*
- *Assignments in connection with exhibits at a fair*
- *Postponement of a regular teacher's vacation*
- *Time spent in travelling to and from station to the place of assignment*

Procedure in the Grant of Service Credits

1. *Recommendation of Head of Office/School of the request to render vacation service*
2. *Action of Schools Division Superintendent (Approval/Disapproval)*
3. *Action of DepEd Regional Directors for region-wide activities not included in the list of activities under DepEd Order No. 53*
4. *Action of DepEd Central Office for DepEd-wide activities*
5. *Submission of the following documents/ requirements after completion of the vacation service:*
 - Accomplishment Report*
 - Duly signed DTR/CS Form 48*

Uses of service credits of teachers

- *To offset absences due to illness*
- *Offset proportional deduction in vacation salary due to personal reasons or late appointment*

POLICIES ON FILING VACATION AND SICK LEAVE

VACATION LEAVE

- must be filed five (5) days in advance whenever possible, of the effective date of VL (*deducted from salary*)

SICK LEAVE

- filed immediately upon the employee's return from SL (*charge to SC*)

Documentary requirements

1. Leave application form (Form 6) for ONE (1) day of more
2. Medical certificate for SICK LEAVE in EXCESS of 5 successive days
3. Clearance from financial and property accountability if leave is one (1) month of more (School, Division, City Hall)

2. Proportional Vacation Pay

- *the salary of teacher who has rendered a continuous service in a school year without incurring absence without pay of not more than 1 ½ days*

- *PVP is computed in proportion to the actual number of days a teacher has rendered service during school year*
- *The following are entitled to full PVP*
 - *Those who rendered continuous service without incurring LWOP of not more than 1 ½ days*
 - *A teacher on maternity leave with pay, returns immediately following her maternity leave and renders continuous service*
 - *A substitute teacher who renders continuous service up to the end of the school year*
 - *A teacher who goes on LWP, returns to work immediately and renders service up to the end of the school year*