TEACHER'S VACATION SERVICE CREDITS

I. Teachers' Vacation Service Credits

- Leave credits earned by teachers for services rendered on activities <u>during</u> <u>summer or christmas vacation or in the</u> <u>course of the school year</u> (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\
- 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
- 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

- Recommendation of Head of Office/School of the request to render vacation service
- 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

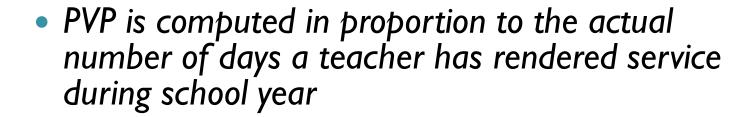
- filed immediately upon the employee's return from SL (charge to SC)

Documentary requirements

- Leave application form (Form 6) for ONE (I) day of more
- Medical certificate for SICK LEAVE in EXCESS of 5 successive days
- 3. Clearance from financial and property accountability if leave is one (I) 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



The following are entitled to full PVP

- Those who rendered continuous service without incurring LWOP of not more than $1 \frac{1}{2}$ 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