



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 371 s. 2026

17 AUG 2026

REITERATION OF REQUIREMENTS FOR THE GRANT OF VACATION SERVICE CREDITS (VSC) FOR TEACHERS

TO : OIC Assistant Schools Division Superintendent
OIC Chief Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Pursuant to **DepEd Order No. 13, s. 2024**, entitled ***“Revised Guidelines on the Grant of Vacation Service Credits for Teachers”***, all concerned are hereby reminded of the prescribed policies, procedures, and documentary requirements in the grant of Vacation Service Credits (VSC) to qualified teaching personnel.
2. Vacation Service Credits are granted to teachers for services rendered beyond the regular duties and hours of work, subject to the conditions and limitations prescribed under the said Order. These may include authorized activities rendered during weekends, holidays, Christmas vacation, summer/long vacation, and other circumstances specifically covered by the guidelines.
3. To ensure uniformity, proper documentation, and accountability in the processing and grant of VSC, all requests shall be supported by the following documents, as applicable:
 - a. Special Order (per level);
 - b. Duly signed Daily Time Record (DTR)/ CS Form 48;
 - c. Accomplishment Report;
 - d. Mode of Verification such as certificate of attendance/ completion, or other official attendance monitoring mechanisms that are recorded and verifiable; and
 - e. Memorandum or letter of authority from the Schools Division Superintendent and/or the Regional Director.
4. **School Heads and concerned personnel** are directed to exercise due diligence in the verification, certification, and submission of VSC claims. Incomplete or unsupported requests shall be returned to the personnel concerned for compliance.
5. All documentary requirements shall be submitted **per activity within one (1) month from the date of completion of the activity**.



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6. Softcopies of the Special Order and other related documents may be accessed through the link: bit.ly/Capiz_VSC.

7. Strict compliance and immediate dissemination of this Memorandum are desired.


ROEL F. BERMEJO

Schools Division Superintendent

Encl.: As stated
References: As stated

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

EMPLOYEES

BENEFITS

LEAVES