



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2061

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary for
Human Resource and Organizational Development
and School Infrastructure and Facilities

SUBJECT : **ONLINE ORIENTATION FOR DEPED ORDER NO. 013, S. 2024, REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS FOR TEACHERS AND DEPED MEMORANDUM NO. 053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS' WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF TEACHING OVERLOAD**

DATE : October 10, 2024

The Department of Education (DepEd) aims to promote and uphold the welfare of public school teachers by ensuring that their workload is fair and equitably distributed and adheres with the provision of Republic Act (RA) No. 4670 and that they receive the appropriate compensation for the services they render.

The Department has issued **DO 013, s. 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers**, which provides clear guidelines on the eligible and ineligible activities for grant of vacation service credits, processing procedures, prescription period, among others, to ensure uniform implementation by all governance levels.

Furthermore, the Department released **DepEd Memorandum (DM) No. 053, s. 2024**, or the *Implementation Guidelines for DO 005, s. 2024*, which shall provide directions and further details on how DO 005, s. 2024 should be implemented, together with the tools and required processes, especially on the payment for teaching overload.

In this regard, **a series of online orientations** shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) and Personnel Division (BHROD-PD). The details of the orientation are as follows:



A. Objectives

1. To discuss salient features of DO 013, s. 2024 and DM 053, s. 2024 vis-à-vis DO 005, s. 2024; and
2. To clarify common concerns and solicit feedback.

The **indicative program** is attached as **Annexes A and B**.

B. Invited Participants

Governance Level	Orientation on DM 53, s. 2024 (AM SESSION)	Orientation on DO 13, s. 2024 (PM SESSION)
Regional Office	<ul style="list-style-type: none"> • One (1) FTAD Representative • One (1) Regional HRMO 	<ul style="list-style-type: none"> • One (1) Regional HRMO • One (1) Representative in-charge in the processing of PVP and VSC
Schools Division Office	<ul style="list-style-type: none"> • Assistant Schools Division Superintendent (ASDS) • Chief, CID • Chief, SGOD • HRMO 	<ul style="list-style-type: none"> • One (1) HRMO • One (1) Representative in-charge in the processing of PVP and VSC

Kindly confirm your attendance at <https://bit.ly/DO13andDM53Registration> on or before October 18, 2024.

C. Administrative Details

Cluster	Date	AM Session	PM Session	Link
Visayas Cluster	October 22, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	https://bit.ly/DO13andDM53Orientation
Luzon Cluster A*	October 23, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Luzon Cluster B*	October 24, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Mindanao Cluster	October 25, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	

*Cluster A – Region III, Region V, CAR, and NCR

*Cluster B – Region I, Region II, Region IV-A, and Region IV-B

Should there be concerns or questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

Annex A: Indicative Program of Activities (DM 053, s. 2024)

INDICATIVE PROGRAM OF ACTIVITIES

Online Orientation on DM 53, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload

October 22-25, 2024 | Online via MS Teams

Time	Activity	Resource Person/s
9:00 AM-9:15 AM	<ul style="list-style-type: none"> Prayer Objectives of the Orientation Program Flow Online Meeting House Norms 	BHROD-SED
9:15 AM-9:25 AM	Opening Remarks	Usec Wilfredo E. Cabral
9:25 AM-9:45 AM	Session 1 <ul style="list-style-type: none"> DO 5, s. 2024 Review of Salient Features 	Mr. Dexter N. Pante Chief, BHROD-SED OIC, Office of the Director III, BHROD
9:45 AM-10:30 AM	Session 2: <ul style="list-style-type: none"> Detailed guidelines on the distribution of teaching load Parameters for performing teacher ancillary tasks outside school premises Procedures on the designation of teaching-related assignments to teachers 	BHROD-SED
10:30 AM-10:45 AM	Open Forum	BHROD-SED
10:45 AM-11:30 AM	Session 3: <ul style="list-style-type: none"> Process Flow for the Payment of Teaching Overload Process Flow for the Grant of Vacation Service Credits (VSC) for Teaching-Related Assignments and select Teacher Ancillary Tasks 	BHROD-SED
11:30 AM-11:45 AM	Open Forum	BHROD-SED
11:45 AM-11:55 AM	Presentation of SDO Implementation Team	Ms. Marian M. Efono PDO IV, BHROD-SED
11:55 AM – 12:00 NN	Reminders	BHROD-SED

Annex B: Indicative Program of Activities (DO 013, s. 2024)

INDICATIVE PROGRAM OF ACTIVITIES

**Online Orientation on DO 013, s. 2024, Revised Guidelines on the Grant of
Vacation Service Credits for Teachers**

October 22-25, 2024 | Online via MS Teams

Time	Activity	Resource Person/s
1:30 PM-1:45 PM	Session 1: <ul style="list-style-type: none">DO 13, s. 2024 Review of Salient Features	Mr. Albert Jerome C. Andres Chief, BHROD-PD
1:45 PM-2:30 PM	Session 2: <ul style="list-style-type: none">General Policies on Vacation Service Credits (VSC)Eligible & Non-eligible ActivitiesProportional Vacation Pay	BHROD-PD
2:30 PM-2:45 PM	Open Forum	BHROD-PD
2:45 PM-3:30 PM	Session 3: <ul style="list-style-type: none">Requirements and Procedures on the Grant of VSCUse and Availment of VSCConversion of VSC	BHROD-PD
3:30 PM-4:00 PM	Open Forum	BHROD-PD
4:00 PM-4:30 PM	Closing Remarks	Mr. Mario M. Bermudez Director III OIC, Office of the Director IV, BHROD