

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

WILFREDUE. 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:







Telephone Nos.: 8633-7206 Email Address: usec.hrod@deped.gov.ph Website: https://www.deped.gov.ph

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Effecti	vity	03.23.23	Page	1 of 4	ا



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	One (1) FTAD Representative One (1) Regional HRMO	 One (1) Regional HRMO One (1) Representative incharge in the processing of PVP and VSC
Schools Division Office	 Assistant Schools Division Superintendent (ASDS) Chief, CID Chief, SGOD HRMO 	 One (1) HRMO One (1) Representative incharge in the processing of PVP and VSC

Kindly confirm your attendance at https://bit.ly/D013andDM53Registration on or before October 18, 2024.

C. Administrative Details

Cluster	Date	AM Session	PM Session	Link
Visayas	October 22,	9:00 AM-	1:30 PM-	
Cluster	2024	12:00 NN	4:30 PM	
Luzon Cluster A*	October 23, 2024	9:00 AM- 12:00 NN	1:30 PM- 4:30 PM	https://bit.ly/DO13a
Luzon Cluster B*	October 24, 2024	9:00 AM- 12:00 NN	1:30 PM- 4:30 PM	ndDM53Orientation
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

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







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^{*}Cluster B - Region I, Region II, Region IV-A, and Region IV-B

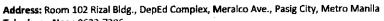
INDICATIVE PROGRAM OF ACTIVITIES

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

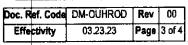
October 22-25, 2024 | Online via MS Teams

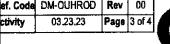
Time	Activity	Resource Person/s
9:00 AM-9:15 AM	 Prayer Objectives of the Orientation Program Flow Online Meeting House Norms 	BHROD-SED
9:15 AM-9:25 AM	Opening Remarks	Usec Wilfredo E. Cabral
9:25 AM-9:45 AM	Session 1 DO 5, s. 2024 Review of Salient Features	Mr. Dexter N. Pante Chief, BHROD-SED OIC, Office of the Director III, BHROD
9:45 AM-10:30 AM	 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	 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. Efondo PDO IV, BHROD-SED
11:55 AM – 12:00 NN	Reminders	BHROD-SED





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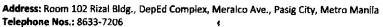
INDICATIVE PROGRAM OF ACTIVITIES

Online Orientation on DO 013, \$. 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:	Mr. Albert Jerome C.
	• DO 13, s. 2024 Review of	Andres
	Salient Features	Chief, BHROD-PD
1:45 PM-2:30 PM	Session 2:	BHROD-PD
	General Policies on Vacation	
	Service Credits (VSC)	
	Eligible & Non-eligible	
	Activities	
	Proportional Vacation Pay	
2:30 PM-2:45 PM	Open Forum	BHROD-PD
2:45 PM-3:30 PM	Session 3:	BHROD-PD
	Requirements and	
	Procedures on the Grant of	
	VSC	
	Use and Availment of VSC	
	Conversion of VSC	
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





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