UNNUMBERED MEMORANDUM

To: Assistant Schools Division Superintendent
   Chief of CID and SGOD
   PSDS & School Heads
   Secondary School ICT Coordinators
   Elementary District ICT Coordinators
   All other concerned

From: ARNULO M. BALANE, CESO V
   Schools Division Superintendent

Subject: Creation of the Division DCP Technical Support Team

Date: November 21, 2016

The DCP packages, Batches 1-28, needs immediate technical support from the suppliers and from the Division IT section. Due to the sluggish response of the suppliers, despite the efforts done by the Division IT personnel to respond to all the request of the schools within the Division of Camarines Sur, some of the computer units have reached their limits while some are just left out even if it is repairable.

The Division DCP Technical Team aims to provide immediate technical assistance to schools which Computer Systems need repair and/or troubleshooting especially those with lapsed warranty.

The DCP Technical Team shall be composed of six (6) teams (please see attached). Five teams shall be assigned in the five congressional districts of Camarines Sur with five members each. The Sixth team, however, shall be composed of the Division IT Officer who will receive the complaints and supervise the project.

The deployment of the Technical Team shall be on Saturdays and shall only be done twice a month. While, Service Credits of the technical team shall be given to teachers with a maximum of more than 15 days in each year who will serve as part of the technical team.

Travel and other incidental expenses of the DCP Technical Team members are chargeable against their school MOOE subject to the usual accounting and auditing rules and regulations.
**LIST OF DCP TECHNICAL TEAM**

**Group 1:**

**FIRST CONGRESSIONAL DISTRICT:**
- Robert Paul Casiano - Ragay - Team Leader
- Gabrielle Flores - Sipocot - Member
- Melvin Tinoco - Cabusao - Member
- Froy Flores - Ragay - Member
- Alma Abainza - Ragay - Member

**Group 2:**

**SECOND CONGRESSIONAL DISTRICT:**
- Elmer Trinidad - Milaor - Team Leader
- Ma. Helen Tangente - Libmanan - Member
- MJ Dela Rosa - Pasacao - Member
- Marian P. Abuel - Libmanan - Member
- Rowena L. Prado - Libmanan - Member

**Group 3:**

**THIRD CONGRESSIONAL DISTRICT:**
- Eugene Abragan - Pili - Team Leader
- Amorsolo Quinones - Camaligan - Member
- Jay-lm Rosero - Ocamoto - Member
- Emma Alma - Canaman - Member
- Noli L. Talangan - Pili - Member

**Group 4:**

**FOURTH CONGRESSIONAL DISTRICT:**
- Rene Pasiona - Caramoan - Team Leader
- Collano Leopoldo - Tigaon - Member
- Jaime Kuan - Tigaon - Member
- Generoso Buenagua - Goa - Member
- Alicia Chavez - La Salvacion HS - Member

**Group 5:**

**FIFTH CONGRESSIONAL DISTRICT:**
- Paolo Chavez - Balatan - Team Leader
- Francis Nacion - Buhi - Member
- Jane Celetaria - Baao - Member
- Vhie Penones - Bula - Member
- Rainier Doctolero - Payak HS - Member

**Group 6:**

- Philip A. Nebre - Division Office -IT Officer I
- Ricardo Perez - Division Office -IT Staff

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**ONE Vision and Mission**

**ONE Camarines Sur Division**

**ONE Goal: Quality Education**
UPDated GUIDElINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS

To: Regional Directors
Schools Division/City Superintendents
Heads, Elementary and Secondary Schools
All Others Concerned

1. In line with the policy of this Office to periodically review existing rules and regulations with a view to improve the delivery of education services, the various issuances on the grant of vacation service credits to teachers on teachers’ leave basis are hereby updated and consolidated as follows:

a. Statement of Policy

The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations wherein extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

b. Definition of Terms

a. For purposes of this Order, the term, “teacher” shall refer to teachers who do not have to report for classes during the Christmas and long summer vacation and still be entitled to their regular compensation.

b. The term, teachers’ vacation service credits refers to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.

c. The term normal teaching load shall refer to six (6) hours of actual classroom teaching a day.

c. Uses of vacation service credits

Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.
Activities Eligible for the Grant of Service Credits

Service credits may be granted for the following activities:

a. services rendered during registration and election days as long as these are mandated duties under existing laws;

b. services rendered during calamity and rehabilitation when schools are used as evacuation centers;

c. services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;

d. services rendered in connection with early opening of the school year;

e. services rendered during school sports competitions held outside of regular school days;

f. services rendered by those who train teachers in addition to their normal teaching loads;

g. teaching overload not compensated by honoraria;

h. teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;

i. work done during regular school days if these are in addition to the normal teaching load;

j. conduct of testing activities held outside of school days; and

k. attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors’ Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

e. Activities Not Eligible for the Grant of Service Credits

Service credits shall not be granted for the following activities:

a. in-service training programs fully funded by the government;

b. assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;

c. reassignment of teachers to duty in another bureau or office; (detailed in another government office)

d. assignment in connection with exhibits at a fair;

e. postponement of a regular teacher’s vacation; and

f. time spent in travelling to and from station to the place where services are rendered.

f. Procedure in the Grant of Service Credits

a. The following steps shall be followed in the grant of service credits:

a.1 Head of office/school recommends approval of request to render vacation service

a.2 Schools Division Superintendent approves/disapproves request

a.3 If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is...
is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.

b. The following documents/requirements shall be accomplished/submitted after completion of vacation service:

b.1 accomplishment report
b.2 duly signed DTR/CS Form 48

g. Other Rules

The following rules shall also apply in the grant or use of service credits:

a. One work day of vacation service credit is granted for one day (eight hours) of service;

b. The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;

c. Vacation service credits shall not be granted for services rendered without previous authority;

d. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;

e. In the monetization of teachers' leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits;

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

\[
\text{Vacation and Sick Leave} = \frac{30y}{69}
\]

Where

\[
30 = \text{Number of days in a month}
\]
\[
Y = \text{Total number of teacher's service credits}
\]
\[
69 = \text{58 days of summer vacation plus 11 days of Christmas vacation}
\]

"No. of days derived shall be divided equally into vacation and sick leave credits"

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

\[
Y = \frac{VL + SL}{30} \times 69
\]

f. The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
g. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

h. These guidelines shall take effect immediately.

2. Strict compliance with this Order is directed.

EDILBERTO C. DE JESUS
Secretary

Reference:
DECS Order: No. 5, s. 1999

Allotment: 1—(D.O. 50-97)

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

POLICY
SERVICE
TEACHERS