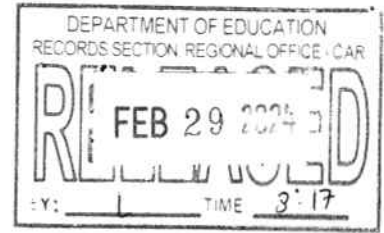




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. **120-2024**

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-0258 "DATA ON GRANTED VACATION SERVICE CREDITS (VSC ) AND COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY) 2023"**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions  
All Others Concerned

1. Enclosed is **DepEd Memorandum DM-OUHROD-2024-0258** requesting for a consolidated data on the granted Vacation Service Credits (VSC ) for Teaching Personnel and the compensatory Time-off ( CTO ) for School-based Non-Teaching Personnel for Fiscal Year (FY ) 2023 to be used as basis for the budget proposal for Overtime Pay.
2. In view hereof, Schools Division Offices (SDOs) are required to submit the data to the Regional Office through **car.personnel@deped.gov.ph** not later than **March 12, 2024** to be submitted to the Central Office at the Office of the BHRD-PD not later than March 15, 2024.
3. For other concerns, kindly contact the Personnel Section, Administrative Services Division at Tel. No. 422-1318 or through email at **car.personnel@deped.gov.ph**.
4. For information, dissemination, and immediate compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

ADMIN/MAB/EAA




Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM  
DM-OUHROD-2024-0258**

**TO : REGIONAL DIRECTORS  
SCHOOL DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

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

**SUBJECT : DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND  
COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY)  
2023**

**DATE : 19 February 2024**

Pursuant to Section 13 of Republic Act (RA) No. 4670 or the *Magna Carta for Public School Teachers* provides that the actual classroom teaching hours of teachers shall not be more than six (6) hours a day except in exigency of service where teachers may render more than six (6) hours but not exceeding eight (8) hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five percent of his basic pay.

In addition, Section 14 of the said RA states that any other activities outside the normal teaching duties of teachers, and any work performed in excess of eight hours a day rendered by other teachers or school officials not engaged in actual classroom instruction, shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

In view of the above and in fulfillment of the Department's MATATAG agenda to give support to teachers to teach better by providing appropriate compensation and benefits for work performed beyond the prescribed workload or working hours, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) is currently reviewing and developing the guidelines on overtime pay for teaching personnel.

In relation to this, may we request for the **consolidated data on the granted Vacation Service Credits (VSC) for Teaching Personnel and Compensatory Time-Off for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** to be used as basis for the budget proposal on Overtime Pay using the following format:

<b>OFFICE</b>	<b>VSC</b> <i>(Teaching Personnel)</i>	<b>CTO</b> <i>(School-based Non-Teaching Personnel)</i>
<b>REGION</b>		
<b>SDO 1</b>		
<b>SDO 2</b>		
<b>SDO 3</b>		
<b>Total</b>		

The consolidated data shall be submitted by the Regional Office to the BHROD-PD email: [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) **on or before 15 March 2024.**

For any questions and clarifications in connection thereto, you may contact Ms. Reina Comabras of BHROD-PD, through telephone number (02) 8633-9345/8633-6546 or email at [reina.comabras@deped.gov.ph](mailto:reina.comabras@deped.gov.ph).

**For dissemination and appropriate action.**

*[BHROD-PD/Comabras]*