


Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 142 s. 2024

TO : Schools Division Superintendents

FROM : **JOCELYN DR. ANDAYA**
 Director IV 

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

DATE : February 23, 2024

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-0258 dated February 19, 2024 of OIC-Undersecretary Wilfredo E. Cabral, relative to the submission of the above-mentioned data, for information and guidance.
2. In this connection, said data should be submitted not later than March 11, 2024 through this Office, for consolidation prior to submission to Deped-CO via this link: https://bit.ly/VSC_CTO_FY2023.
3. For immediate dissemination and compliance.



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



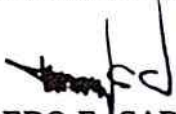
Republika ng Pilipinas

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:

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

The consolidated data shall be submitted by the Regional Office to the BHROD-PD email: 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.

For dissemination and appropriate action.

[BHROD-PD/Comabras]