



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

08 Apr 2025

DIVISION MEMORANDUM

OSDS No. **053**s. 2025

IMPLEMENTATION OF DEPED ORDER NO. 13, S. 2024 – REVISED GUIDELINES
ON THE GRANT OF VACATION SERVICE CREDITS
SPECIFICALLY FOR MOBILE TEACHERS


To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Field Administrative Officers II
All Others Concerned

1. In reference to **DepEd Order No. 13, s. 2024**, titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*, Alternative Learning System (ALS)/Mobile Teachers shall be granted **vacation service credits (VSC)** for services rendered for services rendered for eligible activities provided in the said Order during summer/long vacation and are **not entitled to vacation and sick leave credits**.
2. In view thereof, all previously earned vacation and sick leave credits of ALS/Mobile Teachers shall be converted to VSC. These converted VSCs shall be utilized for **sick leave purposes** following the provisions of DepEd Order No. 13, s. 2024.
3. To ensure accurate record-keeping, monitoring, and management of service credits at the school level, all leave cards of Mobile Teachers currently filed at the Schools Division Office shall be transferred to the schools where the ALS/Mobile Teachers are officially stationed.
4. Administrative Officers (AO) II are directed to retrieve the leave cards of the said Mobile teachers. Custodianship and updating of the leave cards shall be the responsibility of the Administrative Officer II (AO II) assigned in that school as part of their Key Result Area and one of their duties and responsibilities. The AO II shall ensure proper documentation and timely recording of earned Vacation Service Credits.
5. This directive is to be implemented with urgency and full compliance. All concerned personnel are directed to coordinate closely to facilitate the prompt and proper transfer, conversion, and custody of leave records.



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6. Immediate dissemination and compliance with this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

ATTENDANCE
BENEFITS

LEAVE
POLICY

SJLDR/DM- implementation of deped order no. 13, s. 2024 – revised guidelines on
the grant of vacation service credits for mobile teachers
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