



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 24, 2025

DIVISION MEMORANDUM

No. **568**, s. 2025

VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a copy of Memorandum DM-OUHROD-2025-2949, titled **“VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK”**, the content of which is self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-Charge of the Division

Reference: As stated

Encl.: as stated

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

POLICY

RULES AND REGULATIONS

TEACHERS

RFD/mtb



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2949

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : VACATION SERVICE CREDITS FOR VOLUNTARY
PARTICIPATION IN PROFESSIONAL DEVELOPMENT
ACTIVITIES DURING THE MIDYEAR BREAK

DATE : October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and



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submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

Copy furnished:

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