



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

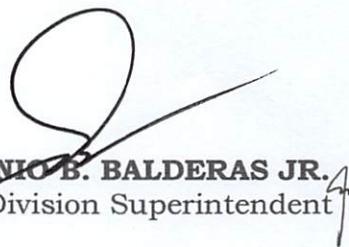
27 August 2025

DIVISION MEMORANDUM
No. 579 s. 2025

**STREAMLINING THE REQUIREMENTS FOR VACATION SERVICE CREDITS
AND COMPENSATORY OVERTIME CREDITS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the **Ease of Doing Business and Efficient Government Service Delivery Act of 2018** (Republic Act No. 11032), this Office hereby mandates the simplification of government processes to enhance efficiency.
2. In accordance with the above, the checklist of requirements and forms for the granting of **Vacation Service Credit (VSC)** and **Compensatory Overtime Credit (COC)**, specifically the accomplishment report, may now be prepared and submitted **in one (1) file only**, provided that the activity conducted was a division-wide or school-wide activity.
3. The said checklist and forms are still readily accessible on the **DepEd Tayabas website** under the **“Downloadables”** section of Personnel Services.
4. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 013, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

VACATION SERVICE CREDIT
COMPENSATORY OVERTIME CREDIT

OSDS Personnel Unit – streamlining the requirements for vacation service credits and compensatory overtime credits
PER6PLHE-001826 /August 27, 2025



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