



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 067, s. 2025

APR 22 2025

**SUBMISSION OF 30-DAY UNINTERRUPTED VACATION SCHEDULE
OF TEACHING PERSONNEL**

To: Chief, Academic Division
OIC-Chief, Administrative Division
All Others Concerned

1. With reference to DepEd Order no. 009, s. 2025 "Amendment to DepEd Order no. 009, s. 2024" or the Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, this Office is requesting all teaching personnel to submit a letter of their *30-day uninterrupted vacation schedule* on or before **April 16, 2025**.
2. As stipulated in the DepEd Order, *"The 30-day vacation of teachers shall be implemented on a flexible arrangement. Teachers shall be allowed to determine the period/s whether on a continuous or staggered basis-spread out during the school break from April 16, 2025 to June 1, 2025."*
3. With reference to DM-OSEC-OUHROD-OPS-2025-0001 "Clarificatory Guidelines on DepEd Order No. 009, s. 2025", *the 30-day vacation period is counted using calendar days, which includes weekends and holidays and teachers shall not be required to participate in any school-related activities. Attendance at such activities shall be entirely voluntary and within their discretion.*
4. In support, all teaching personnel are requested to submit 4 printed copies of their accomplished chosen dates or **"30-day Uninterrupted Flexible Vacation Schedule"** provided by the Academic Division and to be forwarded to the Administrative Division.
5. In addition, DO no. 9, s. 2025 item no 3 states that **"Attendance to 2025 summer programs as defined in pertinent issuance shall be subject to the grant of service credits on top of the 30-day limit and other corresponding benefits"**, therefor, **vacation service credits (VSC)** shall be given to teachers who will be participating in school activities during the 60-day school break in accordance with DO 013, s. 2024, equivalent to the actual days of rendered service of teachers.
6. For other concerns, visit the HRU-Administrative Office and/or email us at hr1.bhsa.bataan@deped.gov.ph.
7. See attached memorandum for reference.



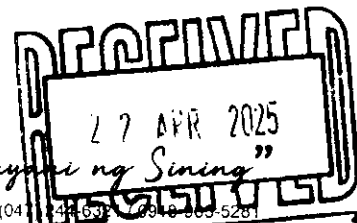
"Bayan ng Bayani, Bayani ng Sining"

□ Brgy. Ibaba, Bagac, Bataan

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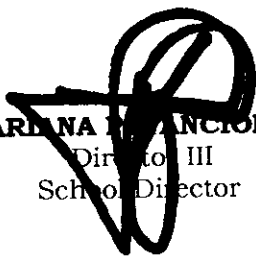
📧 bhsa@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

8. Wide and immediate dissemination of this Memorandum is directed.


MIA ARDANA P. MANCIONGO, PhD
Director III
School Director

Encl.: None
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

VACATION SCHEDULE

AD02 April 15, 2025



Republic of the Philippines
Department of Education

DepEd ORDER
No. 009, s. 2025

APR 07 2025

AMENDMENT TO DEPED ORDER NO. 009, s. 2024
(Implementing Guidelines on the School Calendar and Activities
for the School Year 2024–2025)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
State/Local Universities and College Heads
All Others Concerned

1. The Department of Education (DepEd) issues the **Amendment to DepEd Order (DO) No. 009, s. 2024**, titled Implementing Guidelines on the School Calendar and Activities for the School Year 2024–2025.

2. Item No. 31 of DO 009, s. 2024 is amended as follows:

K. 60-day Vacation for Teachers and Learners

31. During the End of School Year (EOSY) break, teachers, including ALS teachers, as well as learners, shall be entitled to a 60-day vacation period. The 30 days of this break shall be designated as a period for teachers and learners to relax and enjoy well-deserved personal time without school-related commitments.

The 30-day vacation of teachers shall be implemented on a flexible arrangement. Teachers shall be allowed to determine the period/s whether on a continuous or staggered basis—spread out during the school break from April 16, 2025 to June 1, 2025. Learners attending mandatory summer programs shall be on vacation days outside of the period May 8–June 6, 2025.

3. Teachers shall submit intent or options of their declared 30-day break to the school heads based on the schedule of summer programs/activities issued by the Department. Submission shall be made before April 16, 2025. A record of the schedule of teachers' declared options shall be maintained and kept at the Office of the School Head for reference or any other future use. **At the discretion of the teachers, attendance to 2025 summer programs as defined in pertinent issuance shall be subject to the grant of vacation service credits on top of the 30 days limit and other corresponding benefits.**

4. To provide further guidance, the school heads and teachers shall adhere to the following:

a. Alternative Learning System (ALS) Teachers

The ALS teachers shall be covered by the 30-day break. The DO 64, s. 2011, dated August 19, 2011, titled Equal Opportunities and Standard Implementation of DepEd Policies for the ALS Implementors, provides that the **generic term teacher shall apply to an ALS teacher [Mobile Teacher/District ALS Coordinators (DALSC)]**. Considering that they follow flexible teaching schedules without summer vacation and have different teaching hours to meet the learning needs of the ALS learners, a Mobile Teacher/DALSC is entitled to earn leave credits and avail of the privilege of monetization of leave credits.

However, Section 8 of Civil Service Commission Memorandum Circular No. 41, s. 1998, as amended, or the Omnibus Rules on Leave, limits the entitlement of teachers to vacation and sick leave to only those **designated to perform non-teaching functions**, to wit:

Section 8. Teachers who are designated to perform non-teaching functions. – Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be **entitled to vacation and sick leave**.

It is further clarified that ALS teachers shall be granted vacation service credits for services rendered for eligible activities provided in DO 013, s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers) during summer/long vacation and are not entitled to vacation and sick leave credits.

In view thereof, ALS teachers who are **not designated** to perform nonteaching functions and whose ALS learners have already met their learning needs by April 15, 2025, **are covered by the provisions of item no. 31 of DO 009, s. 2024, as amended by this Order**.

b. School Heads

To ensure the continuous and effective management of schools during the school break, school heads are excluded from the coverage of item no. 31 as they are entitled to vacation and sick leave credits during the said period.

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c. Arabic Language and Islamic Values Education (ALIVE) Teachers

Teachers directly engaged in teaching or in the delivery of instruction of ALIVE subjects shall likewise be covered under the said provision and **shall not be assigned any voluntary or mandatory tasks or activities on their declared options for school break.**

d. Performance Management Evaluation System (PMES)-related Activities for Teachers for SY 2024–2025

There shall be no PMES-related activities during the 30-day break for teachers. As provided in DepEd Memorandum 017, s. 2025 titled Interim Guidelines for the DepEd PMES for Teachers in the School Year 2024–2025, accomplishment and submission of the accomplished electronic Individual Performance Commitment and Review Form (eIPCRF) may be done on dates outside the declared vacation, up to the end of the first month following the opening of classes for SY 2025–2026.

Additionally, applicants seeking promotion to Master Teacher I and III positions per DO 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), where the completion of the 37 Philippine Professional Standards for Teachers-based objectives (Classroom Observable Indicator and Non-Classroom Observable Indicator) is a performance requirement, may accomplish and submit their eIPCRFs for SY 2024–2025 earlier than the last day of classes.

e. Teachers' Participation and Attendance in Trainings, Seminars, and/or Other Activities

Teachers' participation and attendance in other trainings, including School-Based Training of Teachers on the Revised Curriculum within the vacation of teachers, shall be considered. Attendance at these activities shall be voluntary. **The school heads should ensure that these activities are conducted outside the declared options of teachers for school breaks.**

5. During the 30-day break vacation, teachers **shall not be prevented from entering the school premises or participating in activities at their own discretion**, including, but not limited to, the 2025 elections and sports-related activities.

6. Teachers who participated in other activities during the 60-day school break shall be **granted vacation service credits (VSC)** equivalent to the actual days of rendered service of teachers. The granting of VSC shall be in accordance with DO 013, s. 2024.

7. All other provisions of DO 009, s. 2024 not affected by these amendments shall remain in effect. All other existing Orders and related issuances, or parts thereof, that are inconsistent with this Order are repealed or modified accordingly.



8. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. A certified copy of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

9. Any clarification regarding this Order shall be coordinated with the **Office of the Undersecretary for Human Resource and Organizational Development**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at usec.hrod@deped.gov.ph or at telephone number (02) 8633-7206.

10. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA
Secretary

References:

DepEd Order Nos. (009, s. 2024, 64, s. 2011, 013, s. 2024
020, s. 2024, and 013, s. 2024)
DepEd Memorandum No. (017, s. 2025)

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

AMENDMENT
BUREAUS AND OFFICES
CALENDAR
CLASSES
GRANT
LEARNERS
POLICY
SCHOOLS
SERVICE
TEACHERS


MSCM MPC, DO Amendment to DO 009, s. 2024
0094 – April 3, 2025





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-OPS-2025-0001

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendent
School Heads
All Others Concerned

FROM : 
Atty. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


MALCOLM S. GARMA
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Operations

SUBJECT : Clarificatory Guidelines on DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)

DATE : 14 April 2025

In view of the various interpretations of DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), particularly on the 30-day uninterrupted vacation of teachers, the following clarifications are provided to ensure uniform interpretation and implementation:

- a. In terms of scheduling of vacation days, teachers **shall choose their vacation period** either continuously or in a staggered manner from April 16 to June 1, 2025, based on the schedule of summer program/activities issued by the Department. However, weekends and holidays are not excluded from the count if the vacation is staggered.

The 30-day vacation period is counted using calendar days, which **includes weekends and holidays**.





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Department of Education
OFFICE OF THE SECRETARY

- b. **Under no circumstances shall the school head assign or determine a teacher's uninterrupted vacation days** nor deny a teacher of his/her chosen vacation period provided it complies with guidelines set forth in the issuance.

The school heads shall document and maintain an official record of the declared uninterrupted vacation days of teachers for reference.

- c. During the declared 30-day vacation period, teachers **shall not be required** to participate in any school-related activities. Attendance at such activities shall be entirely voluntary and within their discretion.

Additionally, school heads must ensure that the scheduling of school-related activities, such as training sessions and seminars, does not interfere with a teacher's designated vacation period.

- d. Teachers who do not submit a letter of intent for uninterrupted vacation will be assumed to follow—and be amenable to—the default school calendar and summer program/activity schedule set by the Department. However, this does not prevent them from enjoying the 30-day uninterrupted vacation period from April 16 to June 1, 2025.
- e. In preparation for the school opening, teachers may be requested to render services within the last two (2) weeks of vacation from June 2 to 16, 2025, subject to the grant of vacation service credits pursuant to existing guidelines.
- f. School heads, including teachers who were designated as Teacher-in-Charge (TIC), who are entitled to vacation and sick leave credits are excluded from the coverage of item no. 31 of DO 9, s. 2024, as amended.
- g. Participation of teachers in any eligible activities under DO 13, s. 2024 during the 60-day school break shall be granted vacation service credits (VSC) equivalent to the actual days of rendered service of teachers.

For reference and guidance.