



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

July 23, 2026

DIVISION MEMORANDUM
NO. **812** s. 2026

**AUTHORITY TO GRANT VACATION SERVICE CREDITS TO TEACHERS
INVOLVED IN THE TRAINING OF LEARNERS FOR THE CALBAYOG CITY
FIESTA AND FOUNDING DAY ARTS AND CULTURAL PRESENTATIONS**

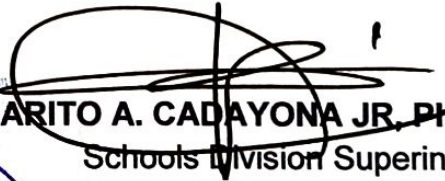
TO: Assistant Schools Division Superintendent
Chief Education Superintendent
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
All Others Concerned

1. Pursuant to the approval granted by the Department of Education Regional Office VIII through the **1st Indorsement dated July 8, 2026**, this Office authorizes the grant of **Vacation Service Credits (VSCs)** to eligible teachers who will render services on Saturdays and Sundays in preparation for the learners' arts and cultural presentations during the **Calbayog City Fiesta in September 2026 and Calbayog City Founding Day Celebration in October 2026**.
2. This activity supports the long-standing partnership between the Schools Division of Calbayog City and the City Government of Calbayog in showcasing learners' talents through arts and cultural presentations during the city's major celebrations.
3. In line with the implementation of the Three-Term School Calendar and the coordinated scheduling arrangement with the City Government through the City Arts and Culture Office (CACO), rehearsals and related preparations shall be conducted during weekends and outside regular instructional hours.
4. School Heads are hereby directed to:
 - a. Identify teachers who are directly involved in the training and supervision of participating learners.
 - b. Ensure that weekend services rendered are duly documented through attendance sheets, activity reports, and other supporting documents.
 - c. Certify the actual number of hours rendered by each teacher.



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- d. Process and recommend the grant of Vacation Service Credits in accordance with **DepEd Order No. 13, s. 2024**, entitled “**Revised Guidelines on the Grant of Vacation Service Credits for Teachers**”.
5. The grant of Vacation Service Credits shall be subject to the provisions, requirements, and limitations prescribed under **DepEd Order No. 13, s. 2024**. School Heads shall ensure strict compliance with the said policy.
6. Immediate dissemination of and strict compliance with this Memorandum are directed.


MARGARITO A. CADAYONA JR., PhD, CESO VI
Schools Division Superintendent

