



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

April 30, 2025

**DIVISION MEMORANDUM**  
No. **213** s. 2025

**DOCUMENTARY REQUIREMENTS FOR THE GRANT OF VACATION SERVICE CREDITS (VSC) FOR TEACHERS AND COMPENSATORY OVERTIME CREDITS (COC) FOR NON-TEACHING PERSONNEL**

TO : OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Integrated and Senior High Schools  
All Others Concerned

1. In reference to CSC-DBM Joint Circular (JC) No. 2, s. 2004 titled “Non-Monetary Remuneration for Overtime Services Rendered”, amended by CSC-DBM JC No. 2A s. 2005 and DepEd Order No. 13, s. 2024 titled “Revised Guidelines on the Grant of Vacation Service Credits for Teachers”, this Office reiterates the documentary requirements effective **May 2025**.
2. To avail of COC and VSC, the following documentary requirements shall be accomplished and submitted to the Human Resource Management Officer (HRMO):
  - a. Special Order
  - b. Daily Time Record (DTR)
  - c. Photocopy of certificate of participation
  - d. Memorandum
3. Template of forms may be downloaded through the link **[bit.ly/SDOCapiz\\_VSC\\_COC](https://bit.ly/SDOCapiz_VSC_COC)**.
4. Submission of the complete documentary requirements shall be **within one (1) month after completion of work and/or activity, to be facilitated by Program Handlers**. Separate sets of documents shall be submitted for VSC and COC, respectively.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

BENEFITS

LEAVES

DDB/ DM\_Bi-Monthly2025  
023/ April 30, 2025



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