



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

FEB 19 2025

DIVISION MEMORANDUM

No. 132, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 140 s.2025 dated February 17, 2025 titled “Documentary Requirements for the Availment of Compensatory Overtime Credits (COC) for Non-Teaching Personnel and Vacation Service Credits (VSC) for Teaching Personnel”.
2. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent

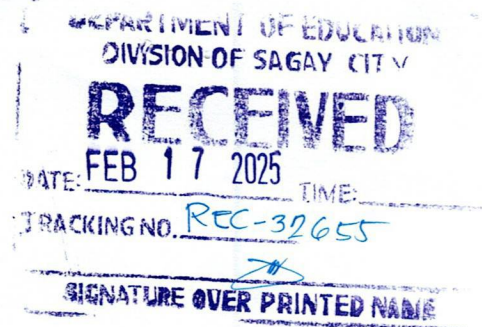


Enclosure : As stated
Reference : As stated
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
FN: NAbdon/ 2-19-2025

(Enclosure No. 1 to Division Memorandum No. _____, s. 2025)



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS



REGIONAL MEMORANDUM

No. 140, s. 2025

FEB 17 2025

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

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Pursuant to CSC and DBM Joint Circular (JC) No. 2 series of 2004 titled "Non-Monetary Remuneration for Overtime Services Rendered," as amended by CSC and DBM JC No. 2A series of 2005, the head of agency/office shall determine the need for overtime services of the non-teaching personnel through the issuance of an Office Order specifying the time and rendition of overtime and its purpose.
2. The non-monetary payment of Overtime Services rendered by non-teaching personnel shall be through Compensatory Overtime Credits (COC) subject to the formula stipulated in the abovementioned guidelines.
3. In the case of teaching personnel, non-monetary payment of Overtime Services rendered as authorized by the head of agency/office shall be in accordance with DepEd Order No. 13 series of 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits (VSC) for Teachers."
4. To avail of the non-monetary remuneration such as COC and VSC as payment for the overtime services rendered, the following documentary requirements shall be accomplished and submitted to the Human Resource Management Officer of the Schools Division Office / Regional Office as the case may be, viz:
 - a. Certified True Copy of the Daily Time Record (DTR) / CS Form 48 (the same DTR that supports the monthly salary);
 - b. Accomplishment Report approved by the Head of Office / Functional Division Chief;
 - c. Certification of Attendance for overtime services rendered outside of the Office/Station (Annex A);



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- d. Memorandum or letter of authority from the Schools Division Superintendent and/or Regional Director.
5. Submission of the complete documentary requirements mentioned shall be within one (1) month after completion of work and/or activity.
6. Time spent in traveling from office/home to the venue and (vice-versa) during holiday(s) and/or weekend(s) in view of official travel such as trainings, conferences, seminars/workshops and other DepEd official activities shall not be considered overtime service rendered, hence, granting of COC/VSC for that particular time is not allowed.
7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

ATTENDANCE EMPLOYEES TEACHERS SEMINARS/WORKSHOPS

RSJ/ASD-RM-Dissemination-Documentary Requirements for the availment of COC and VSC



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Certification of Attendance

This is to certify that I, _____ have attended the
(Name of Personnel)

(Title of Training/Seminar/Workshop/Activity)

during Holiday(s)/Weekend(s) in compliance with the attached Office Order/Memorandum for the following period:

Date (MM/DD/YYYY)	AM		LUNCH BREAK	PM	
	IN	OUT		IN	OUT

I certify under penalty of perjury that the foregoing is true and correct.

Signature above printed name of personnel

Verified by:

Signature above printed name of
Program/Activity Chair or
Head of Office