



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

MAY 23 2025


DIVISION MEMORANDUM

No. **316**, s. 2025

**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)**

To: OIC - 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. 394 s.2025** dated April 28, 2025 titled "*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).*"
2. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



Enclosure : as stated
Reference : N/A
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:

FN: rddmemo

CALENDAR SCHOOL TEACHERS



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 394, s. 2025

APR 28 2025

**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)**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OSEC-OUHROD-OPS-2025-0001 dated April 14, 2025 from **Atty. FATIMA LIPP D. PANONTONGAN**, Undersecretary and Chief of Staff, Department of Education, relative to the **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)**.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: Memorandum DM-OSEC-OUHROD-OPS-2025-0001

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

CALENDAR SCHOOLS TEACHERS

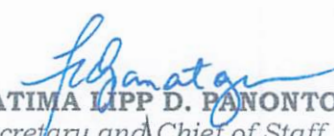
RSJ/ASD-RM-Dissemination-Memorandum DM-OSEC-OUHROD-OPS-2025-001-Clarificatory Guidelines on DepEd Order No. 009 s. 2025

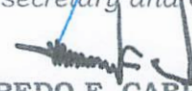


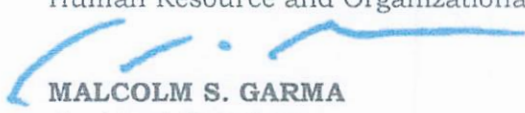
Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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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- 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.