



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 240 , s. 2025

April 22, 2025

**CLARIFICATORY GUIDELINES ON DEPED ORDER NO. 009, S. 2025 OR THE  
AMENDMENT TO DEPED ORDER NO. 009, S. 2024 (IMPLEMENTING GUIDELINESS  
ON THE SCHOOL CALENDAR AND ACTIVITIES FOR THE SCHOOL YEAR 2024-2025)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Memorandum DM-OSEC-OUHROD-OPS-2025-001 dated 14 April 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)**, 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, teacher **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**.

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 amendable 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.



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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.

2. Immediate and wide dissemination of this Memorandum is directed.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

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