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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 0239

To : Asst. Schools Division Superintendent
Chief Curriculum Implementation Division
All Public School District Supervisors
All Secondary Public School Heads
All Elementary Public School Heads

Subject : **CLARRIFICATORY GUIDELINES ON DEPED ORDER NO. 009, S. 2025**

Date : April 23, 2025

Pursuant to Regional Memorandum AD – 2025 – 064, re: Dissemination of the Clarificatory Guidelines on DepEd Order No. 009, s. 2025, this Office informs all public elementary and secondary school heads to observe DepEd Order No. 009, s. 2025 “Implementing Guidelines on the School Calendar and Activities for the School Year 2024 – 2025,” specifically, the 30-day uninterrupted vacation of teachers.

Please see the attached memorandum, which is self-explanatory.

For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

APR 24 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed: As stated
CID/jey/ jbv



Schools Division of Panabo City
City Hall Compound, Panabo City
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RS 0425120080



Republic of the Philippines
Department of Education
DAVAO REGION

April 15, 2025

REGIONAL MEMORANDUM
AD-2025-064

**DISSEMINATION OF THE CLARIFICATORY GUIDELINES ON
DEPED ORDER NO. 009, S. 2025**

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. Herewith is the Memorandum DM-OSEC-OUHROD-OPS-2025-0001 dated April 14, 2025 from Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Malcolm S. Garna, Assistant Secretary, OIC, Office of the Undersecretary for Operations, relative to the clarificatory guidelines on DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024, titled Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, contents of which are self-explanatory.

2. For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

Enclosed: As stated

ROA9/kgpf

APR 21 2025
APR 21 2025



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DEPARTMENT

RECEIVED
04/12/2025

BY
14 APR 2025

Time
4-01

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 :

Fatima Lipp D. Panontongan
Atty. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

Wilfredo E. Cabral
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

Malcolm S. Garma
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.

DepEd



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