



Republic of the Philippines  
**Department of Education**

REGION XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0688

To : Asst. Schools Division Superintendent  
 All School Heads and Teachers

Subject : **ENTITLEMENT OF SERVICE CREDITS FOR PARTICIPANTS OF THE BATCH 4 TRAINERS METHODOLOGY LEVEL 1 (TM 1) TRAINING**

Date : October 28, 2025

1. Pursuant to **Regional Memorandum HRDD-2025-274**, titled "*Guidance on the Batch 4 Trainers Methodology Level 1 (TM 1) Training During the Wellness Break,*" this Office hereby informs all concerned that the identified participants who attended the said training are entitled to **Service Credits** in accordance with **DepEd Order No. 53, s. 2003** and other existing DepEd issuances governing the grant of service credits to teachers and personnel who render services beyond regular work days.
2. The service credits shall be granted for the actual number of training days attended during the **Wellness Break period**, as duly verified and confirmed by the Human Resource Development Division (HRDD) and the designated training facilitators.
3. All concerned participants are advised to submit their duly accomplished **Service Credit Form (SCF)** together with the **Certificate of Training Attendance** and other required supporting documents to the Office of the Schools Division Superintendent through the HRDD for proper validation and recording.
4. For information, guidance, and compliance.
5. Immediate dissemination of this memorandum is desired.

**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

**RELEASED**

**OCT 29 2025**

Enclosed: As stated.  
 CID/je/ cmp



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RECORDS SECTION - DEPED PANABO CITY  
 BY:

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RECORDS

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Republic of the Philippines  
Department of Education  
DAVAO REGION

October 23, 2025

REGIONAL MEMORANDUM  
HRDD-2025-274

GUIDANCE ON THE BATCH 4 TRAINERS METHODOLOGY LEVEL 1 (TM1) TRAINING  
DURING THE WELLNESS BREAK

To: Assistant Regional Director  
Schools Division Superintendents

1. This is in reference to the DepEd Memorandum issued on October 22, 2025 concerning the Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities, and RM HRDD-2025-234, on the Conduct of Batch 4 Training and Assessment on Trainers' Methodology Level 1 (TM1) for SHS -TVL Teachers ongoing Face to Face Training from October 19-31, 2025 at TESDA XI, Regional Training Center, Tibungco, Davao City. The training shall be conducted continuously over a standard duration of 33 days, as stipulated in the Memorandum of Agreement (MOA) between DepEd and TESDA, and as indicated in the Training Matrix and Calendar of Activities jointly observed between parties.
2. Pursuant to **DM-OUHROD-2025-2949**, or the **Vacation Service Credits** for Voluntary Participation in Professional Development Activities During the Midyear Break, the participants of TM 1 Level 1, Batch 4 shall be entitled to vacation service credits in accordance with **DO 013, s. 2024**. The activity shall proceed as scheduled until the completion of both the Institutional and National Assessments. Rescheduling of the training is no longer feasible, as it may result in compliance issues and potential concerns from the Commission on Audit (COA). The venue and meals have already been procured. The implementation has started prior to the issuance of the Memorandum for the Wellness Break. Refer to the enclosures for relevant details and information.
3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
RELEASED

Encl.: As Stated.

ROH1/nrb

By:   
Date: Oct. 27, 2025  
Time: 12:13 PM



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** **DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK  
AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT  
ACTIVITIES**

**DATE :** October 22, 2025

This is to inform all concerned that the Midyear Break scheduled this year from October 27 to 30, 2025 shall be declared a Wellness Break for teachers, in light of DepEd Order No. 012, s. 2025.

This Midyear Break is a recognition of the need to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.

Schools and divisions must still conduct In-Service Training (INSET) and professional development programs on any other preferred dates within the remaining days of School Year 2025-2026 since these activities are intended to enhance teaching competencies and instructional effectiveness and to align the core programs and strategic initiatives of this Department.

The conduct of activities must not interfere with classes and may be integrated through school-based training and utilization of learning action cells. These activities may still be funded through existing Human Resource Training and Development (HRTD) funds that have been directly released to the Schools Division Offices (SDOs).



In view of the foregoing, for schools and divisions that have prepared and scheduled professional development programs for teachers during the Midyear Break period, procured venues and meals may be requested for a change of date based on prevailing procurement and auditing rules. If change of date is unfeasible, since the procured venues and meals can no longer be rescheduled, activities may still be conducted voluntarily. Teachers who participate voluntarily shall be exempt from subsequent activities on the same topic within the school year.

To ensure proper coordination and monitoring, school heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R). The SGOD and HRDD/NEAP-R shall ensure activities are still conducted by the end of the school year.

This Memorandum modifies inconsistent provisions of DM-OULS-2025-095 in view of the declaration of the Wellness Break.

For your guidance and compliance.

JD, M Midyear Break as Wellness Break  
0374 - October 22, 2025



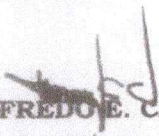


Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2025-2949**

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL SCHOOL HEADS

**FROM :**  **WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

**SUBJECT :** VACATION SERVICE CREDITS FOR VOLUNTARY  
PARTICIPATION IN PROFESSIONAL DEVELOPMENT  
ACTIVITIES DURING THE MIDYEAR BREAK

**DATE :** October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and



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submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

*Copy furnished:*

**OFFICE OF THE SECRETARY**  
osec@deped.gov.ph



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