



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

November 8, 2023

DIVISION MEMORANDUM

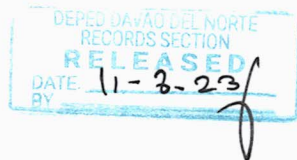
No. 0420, s. 2023

**REGIONAL POLICY GUIDELINES IN THE SUBSTITUTION OF CLASSES AND
GRANT OF SERVICE CREDITS**

To: Assistant Schools Division Superintendent
Chief Schools Governance and Operations Division, SGOD
Chief, Curriculum Implementation Division, CID
Public Schools District Supervisor
All Head of Units
All School Heads
All Others Concerned

1. Herewith is the Regional Memorandum No. 025, s. 2023 from the Office of the Regional Director Allan G. Farnazo, relative to the above stated subject.
2. Immediate dissemination and strict compliance with this Memorandum is directed.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



PER/rbg

Page 1 of 1



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Records

23-25282



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

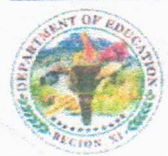
October 26, 2023

REGIONAL MEMORANDUM
No. 025, s. 2023

**REGIONAL POLICY GUIDELINES IN THE SUBSTITUTION OF CLASSES
AND GRANT OF SERVICE CREDITS**

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

1. As provided in DepEd Order Number 9, s. 2005, this Office reiterates strict adherence to No Disruption of Classes to increase engaged time-on-task. This is to ensure that school days are devoted to instructionally- relevant activities that support learners in attaining the learning standards.
2. As part of the regions' commitment articulated in the MATATAG Agenda which states, "Make the curriculum relevant to produce job-ready, active, and responsible citizens", this guideline aimed to meet the required time allotment for the different subjects in every school day by maximizing the use of the time allotment for every subject, thus ensure that No Classes are Left Behind. This is in support to No Child Left Behind Policy Act of 2010 that helps to ensure that all children receive a high-quality education and holds schools responsible for making sure that all children are learning.
3. This regional policy guidelines in the substitution of classes and grant of service credits outlines a contextualized intervention scheme to strengthen time on task and minimize disruption of classes. Thus, possible absences of teachers during class days for any reason shall be carefully considered in planning the substitution of classes by the Schools Division Superintendents, Public Schools District Supervisors and School Heads.
4. In support to paragraph i.g.a of DepEd Order No. 53, s. 2003 or known as Updated guidelines on the Grant of Vacation Service Credits, this regional policy guidelines will set and clearly define the requirements in the services rendered to acquire the accumulated service credits for the substitute teachers.
5. Education leaders across levels of governance are reminded of working hours and workload of teachers consistent with the Magna Carta, the Civil Service Commission (CSC), through Resolution No. 080096, to fully utilize the six (6) hours actual classroom teaching.
6. Recognizing the critical role of Schools Division Superintendents, PSDSs and School Heads this regional policy guidelines has two-fold purpose: No disruption of Classes and No classes are left behind.



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Department of Education
 DAVAO REGION

Office of the Regional Director

7. The preparations for the opening of School Year 2023-2024 and school years onward, Schools Division Offices, and Public Elementary, Junior High and Senior High Schools are enjoined to implement this regional policy and shall take effect immediately upon approval and shall remain in force until repealed, amended, or rescinded.
8. Any part of provisions stated in this guideline which may be held invalid or declared unconstitutional shall not affect the effectivity and efficiency of operation and implementation of the remaining parts or provisions hereof.
9. Other important details are in the enclosure.
10. Immediate dissemination and strict compliance with this Memorandum is directed.

ALLAN G. BARNAZO
 Director IV

Enclosure: As Stated

ROP2/cadi

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

BY: Nov. 07, 2023
 25282

References:

- DepEd Order No. 53, s. 2003
- DepEd Order No. 9, s. 2005
- DBM and CSC Joint Circular 2, s. 2004
- No Filipino Child Left Behind Act of 2010
- DepEd Order No. 4, s. 2014
- DepEd Order No. 31, s. 2012
- DepEd Order No. 34, s. 2022
- Dep Ed Memorandum DM- OUHROD - 2023 - 1116
- RA 4670 The Magna Carta for Public School Teachers

To be indicated in the Perpetual index

Under the following subjects:

BASIC EDUCATION
 CLASSES
 POLICY
 CURRICULUM

MONITORING AND EVALUATION
 SCHOOLS
 TEACHERS



Enclosure No. 1 to the RM No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits

IMPLEMENTING GUIDELINES OF THE REGIONAL POLICY GUIDELINES IN THE SUBSTITUTION OF CLASSES AND GRANT OF SERVICE CREDITS

1. In preparations for the opening of School Year 2023-2024, all Schools Division Offices, Public Schools District Offices, Public Elementary, Junior High and Senior High Schools are enjoined to observe and strengthen time on task and minimize disruption of classes.
2. For this Regional Policy Guidelines, the term:
 - 2.1 **Individual Teacher Substitution Plan or ITSP** refers to the plan prepared by the School Head at the Beginning of the School Year as an intervention to address no disruption of classes, consistent with the eSF7.
 - 2.2 **Automated Class and Teacher Scheduler (ACTS)** is a software that automatically assigns and organizes schedules of substitute teachers.
 - 2.3 **Substitute Teacher** shall refer to teachers who attended classes in absence of one teacher covering a period of less than five (5) days per week.
 - 2.4 **Service Credits** shall refer to the leave credits earned for the services rendered on activities during the Christmas and long summer vacation and still be entitled to their regular compensation.
 - 2.5 **Credit for additional teaching load** refers to number of hours accumulated or earned for the additional teaching load and services rendered as substitute teacher on top of the 6 hours actual classroom teaching supported by signed substitution form. *Example, the total 8 hours of accumulated services shall be converted to one (1) day service credit.*
 - 2.6 **Substitution Form (SF)** shall refer to the form secured by the substitute teacher during the actual substitution of classes, signed by the Department or Grade Level Head and or the School Principal.
 - 2.7 **Certification of Service Credits Earned** shall refer to the Certification issued by the School Head for the grant of Service Credits to the Substitute Teacher.
3. To ensure the efficient and effective implementation of these guidelines, the following roles and responsibilities shall be performed per level of governance.

Level	Persons Responsible	Roles and Responsibilities
School	Substitute Teacher	<ul style="list-style-type: none"> • Maintains discipline and organize the class to fosters a safe and positive learning environment. • Implement lessons for effective instruction. • Secure signed /Substitution Form (Enclosure 3) and attached with signed DTR.

Level	Persons Responsible	Roles and Responsibilities
School	School Head	<ul style="list-style-type: none"> • Conduct Orientation on the implementation of this policy ensuring that the provisions are communicated to all concerned stakeholders in the school community. • Prepare Individual Teacher Substitution Plan or (ITSP) (Enclosure 2) in the Beginning of School Year for Public Elementary, JHS and SHS. The template is patterned on DepEd Order No. 31, s. 2012, letter e. • Encode contents of the ITSP to the Automated Class and Teacher Scheduler (ACTS). • Conduct Orientation in the filling up of ACTS. • Submit accomplished ACTS to the District Office for recommending approval. • Issue and sign Substitution Form and Certification of Service Credits Earned. • Verify and recommend for approval the ACTS using the signed Substitution Form to the District/Cluster • Recommend for the approval of the accomplished DTR on the accumulated number of hours for the grant of service credits to District Office. • Ensure supervision and compliance to the regional policy.
	<p><i>For Junior and Senior High Schools:</i></p> <p>Grade Level Head/ Department Head</p>	<ul style="list-style-type: none"> • Assist the School Head in the preparation of Substitution Form. • Verify and prepare for submission the Substitution Form and DTR duly signed by the School Head to District Office/Cluster/Coordinating Principal. • Assist the School Head in the supervision and compliance of teachers on the ITSP. • Serve as substitute teacher when necessary.

Level	Persons Responsible	Roles and Responsibilities
	Non-teaching Personnel (AO)	<ul style="list-style-type: none"> File duplicate copies of the signed Substitution Form for future reference. Encode using the signed Substitution Form in the ACTS weekly or in a daily basis.
	<i>For Elementary Schools:</i> Non-teaching Personnel (AO)	<ul style="list-style-type: none"> Assist the School Head in the preparation of ITSP in the beginning of school year. Verify and encode using the signed Substitution Form in the ACTS weekly or in a daily basis. File duplicate copies of the signed Substitution Form for reference.
District	PSDSs/Cluster Head/ Coordinating Principals	<ul style="list-style-type: none"> Conduct orientation on the implementation of this policy ensuring that the provisions are communicated to all concerned stakeholders within their jurisdiction. Receive, sign, and recommend for approval the submitted ITSP and ACTS of the schools. Receive, sign, recommend the accomplished DTR and Certification for the approval on the grant of service credits to the substitute teachers. Ensure monitoring, supervision, and compliance of the schools on these guidelines.
Division	Division ITO Personnel SGOD, M&E	<ul style="list-style-type: none"> Collaborate with school ICT Coordinators on the conduct of Orientation in the adaption, deployment, and implementation of ACTS. Receive and approved the accomplished DTR and Certification for the grant of service credits, for 15 days and below only. Recommend for approval of the Certification for the grant of service credits with more than 15 days to the Office of the Regional Director. Lead in the monitoring and evaluation of schools' compliance with these guidelines.

Level	Persons Responsible	Roles and Responsibilities
		<ul style="list-style-type: none"> Communicate feedback through M&E platforms.
Region	PPRD AD QAD	<ul style="list-style-type: none"> Conduct Orientation on the implementation of these policy ensuring that the provisions are communicated to all concerned stakeholders within the region. Monitor SDO and system developers on the conduct of Orientation in the adaptation, deployment, and implementation of ACTS to School ICT Coordinator. Receive and approved the Certification for the grant of service credits with more than 15 days. Communicate feedback through M&E platforms.

4. The ITSP is following schemes listed on the table below and shall be adopted to identify possible pairing. The School Head shall assign a substitute teacher from:

Scheme	Criteria to be considered in determining substitute teacher	MATATAG Agenda Addressed Make the curriculum relevant to produce job-ready, active and responsible citizens
1	the same subject area of preparation.	Strengthen literacy and numeracy programs
2	the same subject area of specialization.	
3	either English, Science and Math do competency enhancement and remediation.	Revitalize reading, science and technology and math programs. (Strengthen Local Programs)
4	If no available teachers stated under scheme 1 -3, any subject area teachers will teach values such as hard work and perseverance or life skills like building self-esteem and the like.	Intensify the values formation of learners in curriculum and teaching.

5. Senior High Schools shall submit the updated ITSP at the beginning of the Second Semester (Third Quarter) to account for the changes in the subject assignments. (See enclosure 2)
6. The offline version of the accomplished ACTS including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the District Office on or before the fourth week from the opening of classes for approval.

7. The approved ACTS will take effect the moment the Schools Division Superintendent approved at the Beginning of the School Year.
8. The scheme is applicable for absences of teachers such as but not limited to attendance to training, other related activities, emergency cases such as sick and other unforeseen circumstances with less than 5 days are covered by this policy.
9. Only teachers with 6 hours of actual teaching per day, reflected in the ITSP are entitled to be granted with the accumulated service credit. Example, if the assigned substitute teacher is underload (meaning with less than 6 hours actual classroom teaching for that day) and only completes the 6th hour actual classroom teaching during the time of substitution, he or she is NOT entitled to receive the accumulated number of hours to be granted with service credits.
10. In case a teacher accumulated only a fraction of 8 hours, he or she cannot claim one (1) day service credit, however, it can be converted to teaching overload and may be entitled to honoraria subject to existing guidelines and availability of funds.
11. If the teacher is eligible to acquire the accumulated number of hours for the additional load, he or she must submit a letter of intent to the School Head, as expression of his or her willingness to render additional services on top of the 6 hours actual classroom teaching.
12. The Regional Office in collaboration with the system developers shall monitor the provision of orientation on the pilot run of ACTS, deployment and filling up of data field to maximize its function as a tool in establishing a fair distribution of accumulated number of hours for the grant of service credits on the services rendered. The ICT Coordinator of the schools must coordinate with Division ITO to maintain and troubleshoot possible duplicate values.
13. The following documents/requirements shall be accomplished and submitted after accumulating a total of 8 hours or 480 min. to get one (1) day of service credits duly signed: (1) DTR/CS Form 48; (2) Certification of Service Credits Earned (*See enclosure 4*).
14. The accumulated number of hours and the service credits earned during the substitution of classes can be carried over in the next ensuing year, hence, are cumulative.
15. The unused service credits of teachers who resigned, retired, or are separated from the service through no fault of their own shall be paid the money value of their unused service credits converted to vacation and sick leave credits.
16. The number of days of service credits granted to a teacher shall not exceed 15 workdays in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director. For Teachers with more than 15 days, the additional Service Credits must be approved by the Regional Director.
17. In printing the consolidated ITSP through ACTS, it shall automatically format in a A4 size of the bond paper.

Enclosure 2 to the RM No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits

INDIVIDUAL TEACHER SUBSTITUTION PLAN (ITSP)							
TIME	Subject/ Grade & Section	No. of Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
7:40AM-8:40AM	Subject/Section						
	Name of Substitute Teachers						
8:40AM - 9:40AM	Subject/Section						
	Name of Substitute Teachers						
9:40AM - 10:00AM			BREAK				
10:00AM - 11:00AM	Subject/Section						
	Name of Substitute Teachers						
11:00AM - 12:00NN	Subject/Section						
	Name of Substitute Teachers						
12:00NN-1:00PM			LUNCH BREAK				
1:00PM - 2:00PM	Subject/Section						
	Name of Substitute Teachers						
2:00PM - 3:00PM	Subject/Section						
	Name of Substitute Teachers						
3:00PM - 4:00PM	Subject/Section						
	Name of Substitute Teachers						
4:00PM - 5:00PM	Subject/Section						
	Name of Substitute Teachers						
TOTAL							

Reference: Adapted from DepEd Order No. 31, s. 2012, letter e.

Prepared by:	

Principal/School Head	
Recommended by:	Approved by:
_____	_____
PSDS/Coordinating Principal	Schools Division Superintendent

Enclosure 3 to the RM No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits

Substitution Form
(To be filled out by the Substitute Teacher)

Name: _____

Advisory: _____

Designation/Position: _____

Special Assignment: _____

Subject Taught: _____

No. of Loads: _____

Date	Time	No. of Hours	Grade/Section	Subject	Subject Teacher	Signature
Total No. of Hours: _____						
<i>Reference: Template Adapted from Mati School of Arts and Trades, Division of Mati City</i>						

I hereby certify on my honor that the above is true and correct.

Prepared:

Signature over printed Name

Verified by:

Head Teacher

Approved by:

Principal/School Head

Enclosure No. 4 to the RM No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits

C E R T I F I C A T I O N

This is to certify that _____, a teacher of _____, Division of _____ has rendered the number of hours of _____ equivalent to _____ day/s service credits as a substitute teacher for School Year _____ in accordance with the Regional Memorandum No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits.

Given this _____ at _____.

Prepared by:

School Principal

Recommending Approval:

Public Schools District Supervisor
Coordinating Principal

Approved by:

Schools Superintendent

Enclosure No. 5. to the RM No. 025, s. 2023 or the Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits

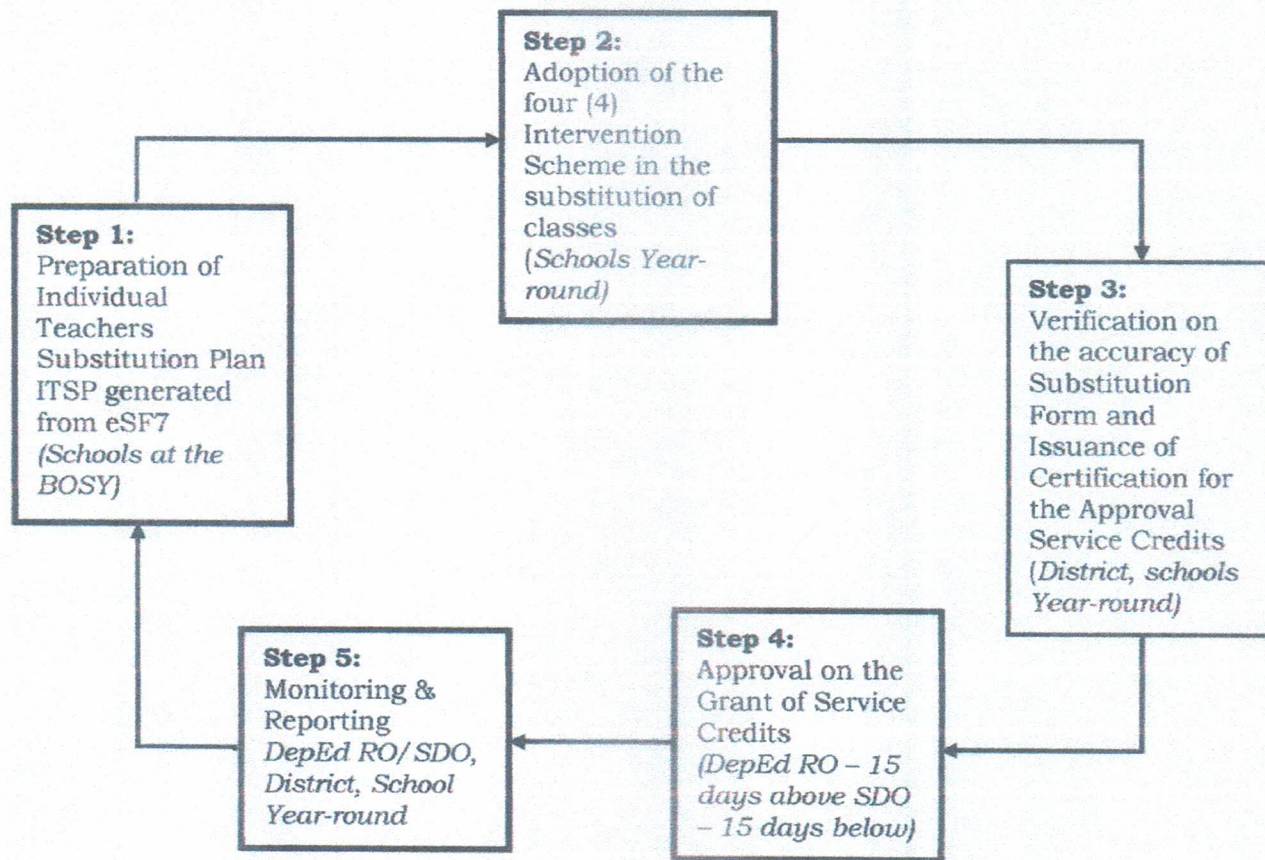


Figure 1. Process Flow on the Substitution of Classes and Grant of Service Credits