

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

April 24, 2025


**DIVISION MEMORANDUM**

No. 387, s. 2025

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

To: Assistant Schools Division Superintendent  
SGOD & CID CES and Personnel  
OSDS Unit Heads and Personnel  
Public School Heads and Teaching Personnel  
All Others Concerned

1. This Office hereby disseminates the Clarificatory Guidelines on DepEd Order No. 009, s. 2025 issued in the Department Memorandum DM-OSEC-OUHROD-OPS-2025-0001, also disseminated by the Regional Office in RM No. 00530, s. 2025.
2. Enclosed in this memorandum are the issuances being referred to:
  - a. Regional Memorandum No. 00530, s. 2025 "DISSEMINATION OF MEMORANDUM DM-OSEC-OUHROD-OPS-2025-0001 [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)]
  - b. Memorandum DM-OSEC-OUHROD-OPS-2025-0001
  - c. DepEd Order No. 009, s. 2025
3. Compliance of all concerned is expected.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

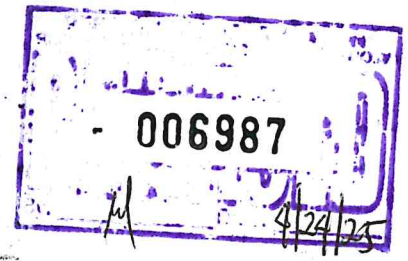
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**Department of Education**  
REGION V - BICOL



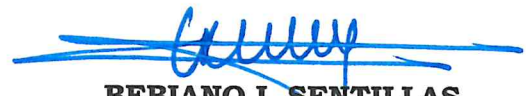
22 Apr 2025

REGIONAL MEMORANDUM  
No. 0530, s. 2025

DISSEMINATION OF MEMORANDUM DM-OSEC-OUHROD-OPS-2025-0001  
*[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 a copy of Memorandum DM-OSEC-OUHROD-OPS-2025-0001, dated April 14, 2025. This memorandum provides clarification regarding the issuance of DepEd Order No. 009, s. 2025, which amends DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025".
2. For the information and guidance of all concerned.

  
**BEBIANO I. SENTILLAS**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Encl.: As stated.

AD-PS/mathb  
04/22/2025



Address: Regional Center Site, Rawis, Legazpi City, 4500  
Telephone Nos.: 0969 516 9555  
Email Address: region5@deped.gov.ph  
Website: <https://region5.deped.gov.ph/>



## DEPED V BICOL REGION

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**From:** Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>  
**Sent:** Monday, 14 April 2025 3:11 pm  
**To:** DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Tolentino Aquino; Benjamin Paragas; Ronnie Mallari; Alberto Escobarte; Nicolas Capulong; Gilbert Sadsad; Ramir Uytico; Salustiano Jimenez; Evelyn Fetalvero; Ruth Fuentes; Arturo Bayocot; Allan Farnazo; Carlito Rocafort; Asuncion Maria Ines; Estela Carino; Jocelyn Andaya  
**Cc:** Fatima Panontongan; Wilfredo Cabral; Malcolm Garma; Office of the Secretary; Office of the USec for Human Resource & Organizational Dev (OUHROD); Office of the Undersecretary for Operations; Office of the Assistant Secretary for Operations; Personnel Division; Bureau of Human Resources and Organizational Development Office of the Director; Janzen Alarcio; Albert Jerome Andres; Michelle Ann Cruz; Sonia Sobremisana; Joergette Razielle Regadio; Rachel Malate; Sharon Ayala; Adrian Conti; MOHAMMAD KHALID GUNTING; Leona Victoria Teves; Angelito Taroy; Rizza Buiza; Andrea Lim; Camille Ann Raposa; Records Division; Allan Jerome Gutierrez  
**Subject:** [DM-OSEC-OUHROD-OPS-2025-001] 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)  
**Attachments:** [DM-OSEC-OUHROD-OPS-2025-001] Clarificatory Memo on Amendment to item 31, DO 9, s. 2024 - 04142025 - (Signed).pdf

Dear **Regional Directors and all others concerned,**

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.**

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.



Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)  
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DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Ave., Pasig City 1600  
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Ang mga bilang sa itaas ay hindi dapat itinatagpuan sa mga kopya ng orihinal na dokumento. Ang mga bilang sa itaas ay hindi dapat itinatagpuan sa mga kopya ng orihinal na dokumento. Ang mga bilang sa itaas ay hindi dapat itinatagpuan sa mga kopya ng orihinal na dokumento.

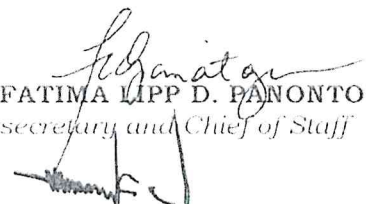


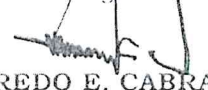
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY



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

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