



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

8 April 2026

DIVISION MEMORANDUM
No. 151, s.2026

SUBMISSION OF VACATION SERVICE CREDITS (VSC) AND COMPENSATORY TIME OFF (CTO) OF DESIGNATED SCHOOL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COORDINATORS

TO: Assistant Schools Division Superintendent
School Governance and Operation Division Chief
OIC - Curriculum and Implementation Division Chief
Education Program Supervisors
Public Schools District Supervisor/ District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Relative to the Memorandum dated 26 June 2019 on the designation of District and School Information and Communications Technology (ICT) Coordinators issued by the DepEd Central Office, Office of the Undersecretary for Administration, School ICT Coordinators who render work within the school premises in excess of eight (8) hours during regular school days shall be entitled to additional compensation or overtime pay.
2. In the absence of available funds for the grant of additional compensation or overtime pay, vacation service credits may be granted to teaching personnel, while compensatory time off may be granted to non-teaching personnel designated as ICT Coordinators for services rendered beyond the required working hours during regular school days. These shall be exclusive of the fifteen (15)-day limitation under DepEd Order No. 53, s. 2003.
3. In line with this, submissions shall be made per district to the DepEd Nueva Vizcaya Office with the following required attachments: Daily Time Record (DTR), Accomplishment Report duly signed by the School Head, ICT Coordinator Designation, and SF7 (teachers). All documents must be submitted on or **before 24 April 2026**.
4. For clarifications and other concerns, please contact Ms. Princess C. Aquitania, Administrative Officer IV, at princes.aquitania@deped.gov.ph, or Mr. Ezekel C. Garing, Information Technology Officer I, at ezekel.garing@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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