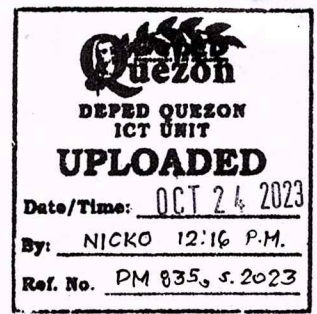




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2023

**DIVISION MEMORANDUM**  
DM No. 835, s. 2023

**PROVISION OF COMPENSATORY TIME OFF (CTO) AND COMPENSATORY OVERTIME CREDIT (COC)**

To: Assistant Schools Division Superintendents,  
Public Schools District Supervisors,  
District Kindergarten School Head In-charge  
Elementary School Heads,  
Kindergarten Teachers  
All Others Concerned

1. The DepEd-Quezon through Curriculum Implementation Division-Instructional Management Section (CID-IMS) commits its full support to SDO-Quezon' **KALILAYAN** Framework through **Project SHINE** (Strengthening Holistic Instructions to Nurture Teaching Empowerment) and **Project BLAZE** (Building Learners' Authentic Zeal of Excellence) to effectively promote enhanced instructional competence to all teachers and academic excellence among learners by giving due service credits to teachers and other personnel for work beyond regular functions or beyond regular hours/days where provision of overtime pay is not allowed. Anent to this, this office reiterates that all **curricular and co-curricular activities** being conducted beyond regular hours or rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay can avail **Compensatory Time-Off (CTO)** or **Compensatory Overtime Credit (COC)**.
2. The activities eligible and not eligible and procedures for the grant of Service Credits are stipulated in **DepEd Order No. 53, s. 2003** also known as Updated Guidelines on Grant of Vacation Service Credits to Teachers, Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2024 for your guidance and perusal.

DEPEDQUEZON-TM-SDS-04-009-003



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3. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-ims/mdsg/rqn/10/17/2023

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