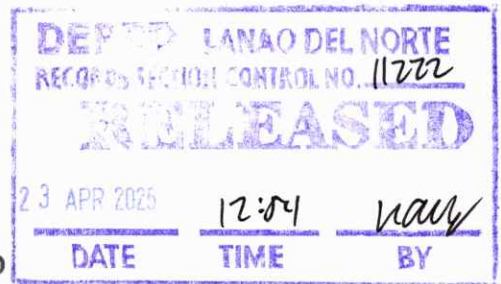




Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA O DEL NORTE



April 22, 2025

DIVISION MEMORANDUM

No. 234 s. 2025

**CLARIFICATION ON WORK ARRANGEMENT AND RESPONSIBILITIES OF
COS-BASED ALIVE TEACHERS**

TO: Chief of the Curriculum Implementation Division
Division MEP Supervisors
Public School District Supervisors, District In-charge, Coordinating Principals
Division MEP Composite Team, School Heads and Asatidz
All Other Personnel Concerned

1. This Office reiterates that **Contract of Service (COS)-based ALIVE teachers are not covered** by the Department of Education's **Vacation Service Credits (VSC)** policy. This clarification is supported by **DepEd Order No. 009, s. 2025**, amending DepEd Order No. 009, s. 2024 (Implementing Guidelines on the Calendar of Activities for S.Y. 2024-2025), which explicitly states under **Item No. 4, Letter (c)** that the **ALIVE teachers referred to are only those holding permanent items, and not those hired under a Contract of Service.**
2. COS workers are classified as **non-regular employees** under civil service regulations, and as such, they do not enjoy the same entitlements, including VSCs, given to regular plantilla teachers as per Civil Service Commission (CSC)-Commission on Audit (COA)-DBM JC No. 1, S. 2017
3. However, per the terms of their COS, the **"No Work, No Pay"** policy applies. As such, COS-based ALIVE teachers are still expected to render services during the break period, which includes but not limited to the following:
 - Submission of **Action Plans and Accomplishment of Instructional Materials** to the school head
 - Participation in **summer activities, such as Brigada Eskwela, remedial programs**
 - Preparation and submission of **Monthly Daily Time Records (DTRs)** and accomplishment reports



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4. In light of this, **School Heads are advised to exercise discretion in arranging flexible work schedules** arrangements which is appropriate and consistent with the assigned duties outlined in the COS. COS-based ALIVE teachers are expected to complete **at least 20 hours per week or 80 working hours per month**, and all rendered outputs must be properly documented.
5. Immediate dissemination and compliance with this Memorandum are requested.


EDWIN R. MARIBOJOC, EdD, CESO V
Schools Division Superintendent

Encls: *DepEd Order No. 009, s. 2025, amending DepEd Order No. 009, s. 2024*
Civil Service Commission (CSC)-Commission on Audit (COA)-DBM JC No. 1, S. 2017
To be indicated in the perpetual index

POLICY MADRASAH EDUCATION PROGRAM GRANT TEACHERS
mpm2025



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