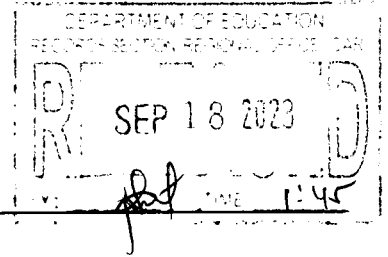




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 15, 2023

REGIONAL MEMORANDUM

No. 531.2023

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION
PAY (PVP) FOR SCHOOL YEAR (SY) 2022-2023**

To: Assistant Regional Director
Schools Division Superintendents
Regional Payroll Services Unit
Division Administrative Officers
All Others Concerned

1. The Central Office has issued DepEd Memorandum No. 053 s. 2023 dated September 5, 2023 with the subject, "Computation of Public School Teachers' Proportional Vacation Pay for School Year 2022-2023". This shall serve as basis for the Division Offices in computing for the PVP of teachers and in accomplishing the PVP forms sent to the Divisions in August, 2023.
2. The PVP forms should be accomplished completely and accurately as these shall serve as basis by the Payroll Services Unit in deducting for overpayments of salaries and allowances, among others. The PVP forms shall be signed by the following before these are submitted to the Regional Office:
 - a) the personnel who accomplished the forms (**PREPARED BY:**);
 - b) the personnel who reviewed the PVP forms and attests to the accuracy of the data/computations reflected therein (**CERTIFIED CORRECT:**); and,
 - c) the Schools Division Superintendent (**APPROVED:**)

The above-named personnel should sign above their name and designation.

3. For uniformity, under the column:
 - a) **absence W/O Pay During the SY**, indicate the duration of leave without pay and the number of days without pay (e.g May 8-10, 2023 (3 days));
 - b) **Long Vacation Salary Due Inclusive Period**, indicate the duration of the long vacation the teacher is entitled to; and,
 - c) **Total days**, indicate the number of long vacation days the teacher has earned.

Extra sheets may be used to present **Absences Without Pay** during the SY to avoid overcrowding of data on the PVP form.

4. In the event corrections have to be made by the Division Office on data reflected on the PVP Forms already submitted to the Regional Office, the Division shall submit:
 - a) Request letter; and,
 - b) Properly accomplished and signed supplemental PVP Form.
5. For information and immediate compliance.



ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Incl.: DepEd Memorandum 053 s. 2023
Sample PVP Form

Admin/MAB/cdad



Republic of the Philippines
Department of Education

SEP 05 2023

DepEd MEMORANDUM

No. **053**, s. 2023

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION PAY
FOR SCHOOL YEAR 2022-2023**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission-Memorandum Circular (CSC-MC) No. 41, s. 1998 (Omnibus Rules on Leave), as amended by CSC MC No. 9, s. 2012 (Amendment to Section 6 [Teacher's Leave] Rule XVI of Omnibus Rules on Leave), the teachers are not entitled to the usual vacation and sick leave credits but to **Proportional Vacation Pay (PVP)**, which refers to compensation of teaching personnel during Christmas and summer/long vacation. The total PVP earned by teachers shall be computed in proportion to the number of days teachers have served during the school year. The Department shall provide computation every school year.

2. In this regard, the Department of Education (DepEd) provides the field offices with the guidelines on the **Computation of the Proportional Vacation Pay for School Year (SY) 2022-2023** for all public elementary and secondary school teachers. In the computation of the PVP, vacation service credits may be used to offset the absences of a teacher due to illness as prescribed under DepEd Order (DO) No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, or to offset proportional deduction in vacation salary due to absence for personal reasons or late appointment under Rule I (11) of MC 41, s. 1998.

3. For SY 2022-2023, teachers who rendered continuous service from August 22, 2022 to July 7, 2023, shall be entitled to a total of **68 days PVP** from school break and Christmas vacation days, computed as follows:

Actual Number of Days Served (August 22, 2022 to July 7, 2023)	320 days
Less:	
Number of Christmas vacation days earned (December 19, 2022 to January 3, 2023)	- 16 days
Total Actual Number of Days Served	304 days
Number of Long School Break (July 8, 2023 to August 28, 2023)	52 days
Plus:	
Number of Christmas vacation days earned (December 19, 2022 to January 3, 2023)	+16 days
Total PVP earned (Long School Break and Christmas Vacation)	68 days

4. Below is the derivative factor/multiplier to be used for the computation of absences and PVP for SY 2022-2023:

Multiplier/Factor = Total PVP Earned / Total Actual No. of Days Served

= 68 days / 304 days

= 0.224

5. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Personnel Division**, Ground Floor Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.pd@deped.gov.ph or at telephone numbers (02) 8633-9345 and 8636-6546.

6. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



GLORIA JUMAMIL-MERCADO
Undersecretary

References:

DepEd Order (Nos. 53, s. 2003) and 84, s. 2003
DepEd Memorandum No. 077, s. 2022



To be indicated in the Perpetual Index
under the following subjects:

BENEFITS	RULES AND REGULATIONS
CALENDAR, SCHOOL	SCHOOLS
CLASSES	SERVICE
LEAVE	TEACHERS

09/15/2023
17:00:49

DEPARTMENT OF EDUCATION
DECS CAR - DIVISION of APAYAO
MARAQ VALLEY AGR'L & TRADE HIGH SCHOOL
PROPORTIONAL VACATION PAY REPORT

THE SECRETARY OF EDUCATION
THRU THE DIRECTOR, DECS CAR

SIR:
The following teachers are entitled to payment of long vacation salary:

Div	Sta	Emp No.	Employee Name	Basic + IPERA/ACA	Inclusive Period Of Service	Absence W/O Pay During the SY	Long Vac. Salary Due Inclusive Period	Total Days
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I HEREBY CERTIFY THAT TEACHERS LISTED ABOVE HAVE BEEN CLEARED OF ALL MONEY AND PROPERTY RESPONSIBILITIES AND ARE ENTITLED TO PAYMENT OF LONG VACATION SALARY

PREPARED BY:

CERTIFIED CORRECT:

APPROVED:

NAME
DESIGNATION/POSITION

NAME
DESIGNATION/POSITION

NAME
SCHOOLS DIVISION SUPERINTENDENT