



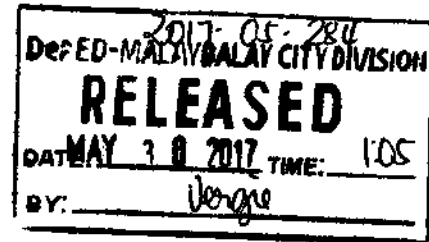
Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DIVISION MEMORANDUM

No. 251 s. 2017



TO: Coslita K. Muring, PSDS
Bonifacio M. Palo Jr., PSDS
Manny B. Pimentel, PSDS
Noel A. Tan Nery, PSDS
Carlos G. Rara, PSDS
Jesus V. Muring, PSDS
All Secondary School Heads except Bukidnon NHS
All Personnel in charge in PVP report Preparation

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: May 30, 2017

RE: **SUBMISSION OF THE SCHOOL/DISTRICT PAYROLL ON THE TEACHERS' PVP (PROPORTIONAL VACATION PAY) FOR SY 2016-2017**

1. Pursuant to the herein DepEd Memo No. 97, s. 2017 (Computation of Teachers' PVP for SY 2016-2017), this Office hereby directs the above named PSDS and Secondary School Heads to submit their School/District Payroll (Form 7) on the Teachers' PVP for SY 2016-2017 on or before June 05, 2017. The PVP report will be consolidated and submitted to the Regional Office No. 10 – Regional Payroll servicing unit (RPSU).

2. Relative thereto, all Personnel in charge in preparing the PVP Report are directed to attend a conference on May 31, 2017, to start at 8:00 am to be conducted at the Division Multi-Purpose Hall, Casisang, Malaybalay City. Participants are required to bring laptops, calculator, pen and notes. This conference aims to orient the personnel in charge in preparing PVP report and discuss other related matters.

3. For compliance.

Encl.:
As stated
Copy Furnished:
Personnel Unit
Records Unit
TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

26 MAY 2017

DepEd MEMORANDUM
 No. **97**, s. 2017

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL
 VACATION PAY FOR SCHOOL YEAR 2016-2017**

To: Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary Schools Heads
 All Others Concerned

1. This is to provide the field offices with a uniform basis for the **Computation of the Proportional Vacation Pay (PVP) for School Year (SY) 2016-2017** for all public elementary and secondary school teachers.

2. For SY 2016-2017, each of the teachers who have rendered continuous service from June 13, 2016 to April 7, 2017 shall be entitled to **70 days total of PVP** from Summer and Christmas vacation days, computed as follows:

Total Number of days served	=	299 days
from June 13, 2016 to April 7, 2017		
Less: Number of Christmas vacation days earned	=	<u>-12 days</u>
from December 22, 2016 to January 2, 2017		
Actual days served	=	287 days
Multiply factor	=	<u>x 0.244</u>
Total PVP earned from the number of Summer and Christmas vacation days	=	70 days
Less: Number of Christmas vacation days	=	<u>-12 days</u>
Number of Summer vacation days earned	=	58 days
from April 8 to June 4, 2017		

3. Factor **0.244** shall be used for the computation of absences and PVP for SY 2016-2017. Below is the **derivation of factor 0.244**.

Number of Summer vacation days	=	58 days
Add: Number of Christmas vacation days	=	<u>+12 days</u>
Total PVP (Summer and Christmas vacation days)	=	70 days
Divided by actual days served	=	287 days
Multiply factor	=	0.244

4. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
 Secretary

Reference:

DepEd Memorandum No. 78, s. 2016

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

LEAVE
RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

MCDJ: Computation of PVP for SY 2016-2017
0408-May 6, 2017