



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City



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DIVISION MEMORANDUM

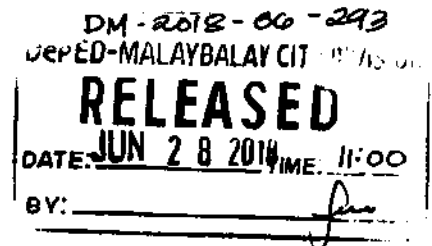
NO. 293, s. 2018

TO : Elementary and Secondary Schools Principals/Heads
Personnel in-charged in the Preparation of PVP Report
This Division

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE : June 28, 2018

RE : Meeting on the Preparation of Teacher's PVP Payroll for SY 2017 - 2018



1. The field is hereby informed of the enclosed DepED Memorandum No. 108, s. 2018 re: **Computation of Proportional Vacation Pay (PVP) for School Year 2017--2018** of which the content is self explanatory.
2. Relative thereto, all Teacher's PVP Payroll In-charge are directed to attend an orientation on June 28, 2018, 1:00 p.m at the Division Multi-Purpose Hall. You are expected to bring your laptop and calculator.
3. Queries relative to this can be relayed to Ednalyn E. Tagailo, Administrative Assistant III of the Personnel Unit at Cellphone number 09063007690.

Copy furnished:

Records Unit
Personnel Unit

To be published in the Division Website



Republic of the Philippines
Department of Education

*M. Quinsada, 4/23/18
For appropriate
action*

DepEd MEMORANDUM
No. **108** s. 2018

14 JUN 2018

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL
VACATION PAY FOR SCHOOL YEAR 2017-2018**

To: Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School 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) 2017-2018 for all public elementary and secondary school teachers under the teacher's leave basis.
2. For SY 2017-2018, each of the teachers, who has rendered continuous service from June 5, 2017 to April 6, 2018 shall be entitled to 70 days total of PVP from Summer and Christmas vacation days, computed as follows:

Total Number of days served from June 5, 2017 to April 6, 2018	= 306 days
Less: Number of Christmas vacation days earned from December 22, 2017 to January 2, 2018	= -12 days
Actual days served	= 294 days
Multiply factor	$\times 0.238$
Total PVP earned from the number of Summer and Christmas vacation days	= 70 days
Less: Number of Christmas vacation days Number of Summer vacation days earned from April 7 to June 3, 2018	= -12 days = 58 days

3. Factor 0.238 shall be used for the computation of absences and PVP for SY 2017-2018. Below is the derivation of factor 0.238.

Number of Summer vacation days	= 58 days
Add: Number of Christmas vacation days	= +12 days
Total PVP (Summer and Christmas vacation days)	70 days
Divide by actual days served	= 294 days
Multiply factor	= 0.238

4. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary