DIVISION MEMORANDUM
No. 76, s. 2019

To: Assistant Schools Division Superintendent
   Chief Education Supervisors, CID and SGOD
   Public Elementary and Secondary School Heads
   All Others Concerned

From: REBONFAMIL R. BAGUIO
       Schools Division Superintendent

Date: June 4, 2019

Re: Meeting on the Preparation of Teacher's Proportional Vacation Pay (PVP) Payroll for SY 2018-2019

1. Pursuant to DepED Memorandum No. 067, s. 2019 re: Computation of Public School Teacher's Proportional Vacation Pay for School Year 2018-2019, there will be an Orientation on the preparation of the PVP Report on June 6, 2019, 9:00 AM at the Division Multipurpose Hall.

2. Participants to the Orientation are Administrative Assistant II and Administrative Assistant III assigned in their respective schools. They are advised to bring laptop, extension wire and food provisions.

3. Queries relative to this can be relayed to Cheryl Jane C. Peñalosa, Administrative Assistant III of the Personnel Unit at 09551672926.

Copy furnished:
   Records Unit
   Personnel Unit

To be published in the Division Website
DepEd MEMORANDUM
No. 067, a. 2019

COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION PAY FOR SCHOOL YEAR 2018-2019

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

1. This is to provide the uniform basis for the Computation of the Proportional Vacation Pay (PVP) for School Year (SY) 2018-2019 for all public elementary and secondary school teachers under the teacher's leave basis.

2. For SY 2018-2019, each of the teachers who has rendered continuous service from June 4, 2018 to April 5, 2019 shall be entitled to 77 days total of PVP from Summer and Christmas vacation days, computed as follows:

   Total Number of days served from June 4, 2018 to April 5, 2019 = 306 days
   Less: Number of Christmas vacation days earned from December 15, 2018 to January 2, 2019 = 19 days
   Actual days served = 287 days
   Multiply factor = 0.268
   Total PVP earned from the number of Summer and Christmas vacation days = 77 days
   Less: Number of Christmas vacation days = 19 days
   Number of Summer vacation days earned from April 6 to June 2, 2019 = 58 days

3. The factor 0.268 shall be used for the computation of absences and PVP for SY 2017-2018. Below is the derivation of factor 0.268.

   Number of Summer vacation days = 58 days
   Add: Number of Christmas vacation days = 19 days
   Total PVP (Summer and Christmas vacation days) = 77 days
   Divided by actual days served = 287 days
   Multiply factor = 0.268

4. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary
Reference:
DepEd Memorandum No. 108, s. 2018

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

LEAVE
RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

MCR, DM Computation of Public School Teachers’ PYP SY 2018-2019
0265/April 10, 2019