



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 08 2022

MEMORANDUM

No. 201, 2022

**COMPUTATION OF PUBLIC SCHOOL TEACHERS PROPORTIONAL VACATION PAY
(PVP) FOR SCHOOL YEAR 2021-2022**

TO: School Heads
All Schools Administrative Officers II
Schools Human Resource Officers-In Charge
All others concerned

1. Attached is the DepEd Memorandum No. 077 s. 2022 dated August 30, 2022 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to this, all schools are advised to read and understand these guidelines, pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998 as amended by CSC MC No. 9 s. 2012. 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 entitled Updated Guidelines on Grants of Vacation Service Credits to Teachers, or to offset proportional deduction in vacation salary due to absence for personal reasons.
3. Submission of the consolidated reports is due on the 15th day of September, 2022. In line with this, the Human Resource Department-Personnel Unit, set the deadline on the 12th day of September.
4. For strict compliance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

References: DepEd Memorandum No. 077 s. 2022
CSC MC No. 9 s. 2012
DepEd Order (DO) No. 53 s. 2003
To be indicated in the Perpetual Index
Under the following subjects:

VACATION SALARY SERVICE CREDIT
HR-RT/MEMO/201 / September 8, 2022



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Republika ng Pilipinas
Department of Education

30 AUG 2022

DepEd MEMORANDUM

No. **077**, s. 2022

COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION PAY (PVP) FOR SCHOOL YEAR (SY) 2021-2022

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

1. With regard to the opening date of SY 2022-2023 on August 22, 2022, as prescribed under DepEd Order (DO) No. 034 s. 2022 entitled *School Calendar and Activities for the School Year 2022-2023*, this is to provide the field offices the guidelines on the **Computation of the Proportional Vacation Pay (PVP) for School Year (SY) 2021-2022** for all public elementary and secondary school teachers, which is pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998 as amended by CSC MC No. 9, s. 2012. 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 entitled *Updated Guidelines on Grants 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 1 (11) of MC No. 41, s. 1998.

2. For SY 2021-2022, each of the teachers who rendered continuous service from September 13, 2021 to June 24, 2022, shall be entitled to **61 days total of PVP** for school break and Christmas vacation days, computed as follows:

Actual Number of Days Served (September 13, 2021 to June 24, 2022, excluding Sundays and Christmas vacation days (Annex A))	= 233 days
Multiply factor	<u>x 0.210</u>
Number of Long School Break days earned (June 25, 2022 to August 21, 2022 (Annex B))	= 49 days
Add: Number of Christmas vacation days (December 20, 2021 to January 2, 2022)	<u>+12 days</u>
Total PVP earned (Long School Break and Christmas vacation)	= 61 days

3. Factor **0.210** shall be used for the computation of absences and PVP for SY 2021-2022. Below is the computation of the **derivation factor of 0.210**.

Number of Long School Break Days (NLSBD)	= 49 days
Total Number of Days (TND) (September 13, 2021 to June 24, 2022, excluding Sundays and Christmas vacation days)	= <u>233 days</u>
Multiply Factor (NLSBD/TND)	= <u>0.210</u>

4. Per DO 029, s. 2021, titled School Calendar and Activities for School Year 2021-2022, end of school year rites is scheduled from June 27 to July 2, 2022. Considering this and pursuant to DO 53, s. 2003, teachers who were authorized to render services from June 27 to July 2, 2022, may be granted one vacation service credit per accumulated eight hours of service rendered supported by the Individual Daily Log and Accomplishment Report (IDLAR) and other official attendance monitoring mechanisms that are recorded and verifiable.

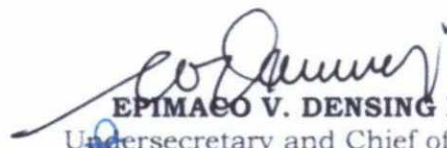
5. This Memorandum is issued without prejudice to other benefits and privileges such as service credit under DO 53, s. 2003 and DO 84, s. 2003 that may be afforded to public school teachers during summer vacation and others as may be allowed by law.

6. 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 telephone numbers (02) 8633-9345 and (02) 8636-6546.

7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:




EPIMACO V. DENING III
Undersecretary and Chief of Staff

References:

DepEd Order: (Nos. 53, s. 2003; 84, s. 2003; 029, s. 2021 and 034, s. 2022)
DepEd Memorandum No. 056, s. 2021

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

CALENDAR, SCHOOL
CLASSES
OFFICIALS
RULES AND REGULATIONS

SCHOOLS
SERVICE
TEACHERS



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DEPED-OSEC-466840

Annex A
Actual Number of Days Served

Month	Actual Days Served (Excluding Sundays and Christmas Vacation Days)
September 2021	16 days
October 2021	26 days
November 2021	26 days
December 2021	16 days
January 2022	25 days
February 2022	24 days
March 2022	27 days
April 2022	26 days
May 2022	26 days
June 2022	21 days
Total	233 days

Annex B
Long School Break Days Earned

Month	Actual Days Served (Excluding Sundays)
June 2022	5 days
July 2022	26 days
August 2022	18 days
Total	49 days

ANNEX A

**AUTHORIZATION TO USE SERVICE CREDIT TO OFFSET PROPORTIONAL
DEDUCTION IN VACATION SALARY**

Date: _____

Employee Name: _____

Employee No. _____

First Day of Service: (for Teachers hired in 2021) _____

☐ I hereby authorize the deduction of my
service credit to offset proportional
deduction in my vacation salary.

☐ No. Do not use my service credits available to
offset my proportional deduction in vacation
salary.

Number of Service Credits to be use: ☐

Special Order No. _____

Name and Signature of Teacher

Acknowledged by:

Name and Signature of AO

Noted:

Name and Signature of School Head

Schools Division Office of Muntinlupa

(SCHOOL NAME)

PROPORTIONAL VACATION PAY REPORT SY 2021-2022

	EMPLOYEE NO.	LAST NAME	FIRST NAME	MI	POSITION	MONTHLY SALARY	INCLUSIVE PERIOD OF SERVICE	ABSENT W/O PAY	LONG VACATION SALARY DUE (EXCLUDING SUNDAYS)	NO. OF LONG SCHOOL BREAK DAYS EARNED	Remarks (FDS)	NO. OF SERVICE CREDIT TO OFFSET	SERVICE CREDIT SO NO.
1	5432100	DELA CRUZ	JUAN	L.	TEACHER I	25,439.00	SEPTEMBER 13, 2021 - JUNE 24, 2022	0	JUNE 25, 2022 - AUGUST 21, 2022	49	-	-	-
2	5432110	DALISAY	RICARDO	C	TEACHER I	25,439.00	DECEMBER 22, 2021 - JUNE 24, 2022	0	JUNE 25, 2022 - JULY 30, 2022	31	FDS 12/22/2021	-	-
3	5432120	CUSTODIO	NARDA	M.	TEACHER I	25,439.00	SEPTEMBER 13, 2021 - JUNE 24, 2022	4	JUNE 25, 2022 - AUGUST 20, 2022	48	-	1	008-ELEC-MES s.2022
4													
5													

Prepared by:

Administrative Officer II

Certified Correct :

School Head

Noted:

CARLEEN S. SEDILLA CESO V
Schools Division Superintendent