



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 216, s. 2023

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

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All Public Elementary & Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is the DepEd Memorandum No. 053 s. 2023 dated September 5, 2023, 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 maybe 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. School Administrative Officers or Human Resource-in-Charge are advised to submit the soft copy of PVP Report for validation through email at rpsu.muntinlupa@deped.gov.ph on or before September 18, 2023. A validated soft copy of PVP report shall be returned through email. The deadline for submission of the hard copy of PVP Report is not later than September 22, 2023, at 12:00 n.n.

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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4. Strict compliance with this Memorandum is enjoined.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

References: DepEd Memorandum No. 053 s. 2023
CSC MC No. 9 s. 2012
DepEd Order (DO) No. 53 s. 2003

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

VACATION SALARY SERVICE CREDIT

HR-ES/ COMPUTATION OF PUBLIC SCHOOL TEACHERS PROPORTIONAL VACATION PAY (PVP) FOR SCHOOL YEAR 2022-2023/
216/ September 13, 2023

NUM-2023-216



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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:

$$\begin{aligned} \text{Multiplier/Factor} &= \text{Total PVP Earned} / \text{Total Actual No. of Days Served} \\ &= 68 \text{ days} / 304 \text{ days} \\ &= 0.224 \end{aligned}$$

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

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 2022) _____

☐ 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

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 2022) _____

☐ 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 2022-2023

	EMPLOYEE NO.	LAST NAME	FIRST NAME	MI	POSITION	MONTHLY SALARY	INCLUSIVE PERIOD OF SERVICE	ABSENT W/O PAY	LONG VACATION SALARY DUE	NO. OF LONG SCHOOL BREAK DAYS EARNED	REMARKS (FDS)	NO. OF SERVICE CREDIT TO OFFSET	SERVICE CREDIT SO NO.
1													
2													
3													
4													
5													

Prepared By:

Certified Correct:

Noted:

Administrative Officer II

School Head

EVANGELINE P. LADINES, CESO V
Schools Division Superitendent

Schools Division Office of Muntinlupa
(School Name)
PROPORTIONAL VACATION PAY REPORT SY 2022-2023

	EMPLOYEE NO.	LAST NAME	FIRST NAME	MI	POSITION	MONTHLY SALARY	INCLUSIVE PERIOD OF SERVICE	ABSENT W/O PAY	LONG VACATION SALARY DUE	NO. OF LONG SCHOOL BREAK DAYS EARNED	REMARKS (FDS)	NO. OF SERVICE CREDIT TO OFFSET	SERVICE CREDIT SO NO.
1													
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Prepared By:

Certified Correct:

Noted:

Administrative Officer II

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EVANGELINE P. LADINES, CESO V
Schools Division Superintendent