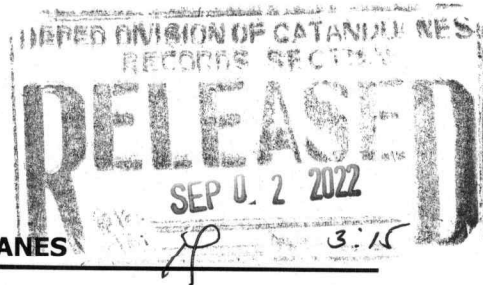




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 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



MEMORANDUM

OSDS-PER-UM-08-31-22/MBL

TO : Public Schools District Supervisors  
 Elementary and Secondary School Heads (IU's & Non-IU's)  
 Administrative Officers (Elementary, JHS & SHS)  
 Administrative Assistants  
 All other concerned

FROM : **SUSAN S. COLLANO**  
 Schools Division Superintendent

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

DATE : August 31, 2022

1. Pursuant to **DepEd Memorandum No. 077 s. 2022** dated August 30, 2022, entitled **Computation of Public-School Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2021 - 2022**, below are examples of PVP computations and pointers:

**PVP SAMPLE COMPUTATIONS AND POINTERS**

**Actual Number of Days Served:**  
**September 13, 2021 - June 24, 2022**  
*(Excluding Sundays and Christmas vacation days)* = **233 days**

**Number of Long School Break Days:**  
**June 25, 2022 - August 21, 2022**  
*(Excluding Sundays)* = **49 days**

Example A

➤ **For Teachers who did NOT incur LEAVE WITHOUT PAY**

Inclusive Period of Service:	09/13/2021 - 06/24/2022
Absence W/O Pay During the School Year:	0
PVP:	49 days
Long Vac. Salary Due Inclusive Period:	06/25/2022 - 08/21/2022

Example B

➤ **For Teachers who incurred LEAVE WITHOUT PAY**

*Sample situation:*  
 Teacher incurred 22.5 days LEAVE WITHOUT PAY





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*Solution:*

Total number of days served:	233 days
Less:	22.5 days (No. of days Leave Without Pay)

	210.5 days
<i>Multiply PVP factor</i>	0.210

<b>PVP</b>	<b>44.205 = 44 DAYS</b>
<b>Inclusive Period</b>	<b>June 25, 2022 – August 15, 2022</b>
	(June = 5 days, July = 26 days, August = 13 days)

Example C

- **For teachers hired beyond the start of the School Year (September 13, 2021–June 24, 2022) and did NOT incur LEAVE WITHOUT PAY**

*Sample situation:*

Teacher was hired on October 22, 2021.

*Solution:*

Total number of days served:	233 days
Less	16 days (September)
Less	18 days (October)

	199 days
<i>Multiply PVP factor</i>	0.210

<b>PVP</b>	<b>41.79 = 42 DAYS</b>
<b>Inclusive period</b>	<b>June 25, 2022 – August 12, 2022</b>
	(June = 5 days, July = 26 days, August = 11 days)

Example D

- **For teachers hired beyond the start of the School Year (September 13, 2021 – June 24, 2022) and incurred LEAVE WITHOUT PAY**

*Sample situation:*

Teacher was hired on October 22, 2021.

*Solution:*

Total number of days served:	233 days
Less	16 days (September)
Less	18 days (October)
Less	25 days (No. of days LEAVE WITHOUT PAY)

	174 days
<i>Multiply PVP factor</i>	0.210





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**PVP** **36.54 = 37 DAYS**  
**Inclusive period** **June 25, 2022 – August 6, 2022**  
 (June = 5 days, July = 26 days, August = 6 days)

Example E

- **For teachers hired after the Christmas Vacation (January 1, 2022 – June 24, 2022) and did NOT incur LEAVE WITHOUT PAY**

*Sample situation:*

Teacher was hired on January 7, 2022

*Solution:*

Compute the total number of days served:

January	21 days
February	24 days
March	27 days
April	26 days
May	26 days
June	21 days
TOTAL	145 Days

*Multiply PVP factor* 0.210

**PVP** **30.45 = 30 DAYS**  
**Inclusive period** **June 25, 2022 – July 29, 2022**  
 (June = 5 days, July = 25 days)

Example F

- **For teachers hired after the Christmas Vacation (January 1, 2022 – June 24, 2022) and incurred LEAVE WITHOUT PAY**

*Sample situation:*

Teacher was hired on January 7, 2022

*Solution:*

Compute the total number of days served:

January	21 days
February	24 days
March	27 days
April	26 days
May	26 days
June	21 days
TOTAL	145 Days

*Less* 25 days (No. of days LEAVE WITHOUT PAY)

120 days

*Multiply PVP factor* 0.210

**PVP** **25.20 = 25 DAYS**  
**Inclusive period** **June 25, 2022 – July 23, 2022**  
 (June = 5 days, July = 20 days)





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2. All School Heads, Teaching-Related and Non-Teaching personnel who are on accrued leave basis are excluded from the computation of PVP.
3. Since June 24, 2022 is the last day of the school year, teachers who reported on June 27- July 2, 2022 will be entitled to earn service credits provided that they entered time-logs on their submitted DTRs last August 2022, with the attached copy of logbooks. Likewise, non-teaching personnel is granted Compensatory Overtime Credit (COC) if they have reported on July 2, 2022 (Saturday). This office will no longer accept any submission of DTRs.
4. The deadline of submission of PVP will be on or before **September 9, 2022**.
5. For information and guidance.

