
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>533</u>, S. 2018		Name of Office: OSDS

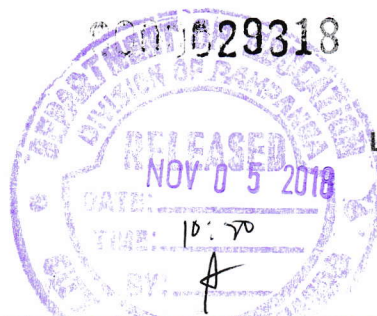
TO : Elementary/Secondary School Heads/ OICs/ TIICs/ Teaching and Non-Teaching Personnel/ Others Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF REPORT ON ERRONEOUS/OVER DEDUCTION OF TEACHERS' PROPORTIONAL VACATION PAY (PVP) FOR SY 2017-2018**

DATE : October 29, 2018

1. Pursuant to DepEd Memorandum No. 108 dated, June 14, 2018, Computation of Public Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2017-2018, teachers who have continuous services from June 05, 2017 to April 06, 2018, shall be entitled to 58 days total PVP.
2. Proportional Vacation Pay (PVP) refers to compensation of teaching personnel during Christmas and summer vacation computed in proportion to the number of days they have served during the school year.
3. The factor 0.238 shall be used for the computation of absences and PVP.
4. Since the 12 days Christmas Vacation has already been paid to the teachers, having received it in full, their December 2017 salary, the number of summer vacation days earned from April 07, 2018 to June 03, 2018 (or the PVP period) shall be 58 days. Therefore, a teacher who has no absences from the previous school year shall be entitled to 58 days PVP and whose salaries shall be paid in full for April 07-30, 2018, May 01-31, 2018 and June 01-03, 2018 (vacation period).
5. Teachers with less than 58 PVP days, the amounts corresponding to the overpayment of their salaries in April & May shall be deducted in their salary for October.
6. Newly hired teachers who have rendered at least more than one (1) month in service are entitled to Proportional Vacation Pay (PVP) salary. Even they were hired in the middle of the school year. Computation of salaries will be based on the effectivity of their appointment, the basis of the reckoning date of summer vacation days they have earned in a school year.
7. PVP deductions in the October payroll are based on the PVP Reports submitted to the Regional Payroll Services Unit (RPSU) which originally came from districts/schools.
8. In view of the foregoing, all teachers with erroneous/ over deduction in their October 2018 salary must be reported to the Personnel Unit using the attached template.
9. Reports should be submitted in scanned copies with supporting document (scanned copy of the PVP Report) and email it to **courtneyzamar@yahoo.com** on or before October 31, 2018.
SUBJECT: SCHOOL NAME/DISTRICT_PVP 2018
10. Immediate dissemination of this memorandum is desired.



LEONARDO D. ZAPANTA, Ed.D, CESO VI
 Schools Division Superintendent

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