



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

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September 15, 2022

Division Memorandum  
No. **0598**, s. 2022

**SUBMISSION OF PROPORTIONAL VACATION PAY (PVP) REPORT FOR SY 2021-2022**

To: Public Schools District Supervisors  
Central School Principals  
Public Elementary & Secondary School Heads  
SICs/TICs and all others concerned

1. Pursuant to DepEd Memorandum No. 077, s. 2022 dated August 30, 2022, re Computation of Public Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2021-2022, teachers who have continuous services from September 13, 2021 to June 24, 2022 shall be entitled to 61 days total PVP.
2. The factor **0.210** shall be used for the computation of absences and PVP.
3. Since the 12 days Christmas Vacation has already been paid to the teachers having received it in full their December 2021 salary, the number of summer vacation days earned from June 25, 2022 to August 21, 2022 (or the PVP period) shall be **61 days**. Therefore, a teacher who has no absences for the previous school year shall be entitled to **61 days PVP** and whose salaries shall be paid in full for June 25, 2022 to August 21, 2022.
4. Teachers with less than 61 PVP days, the amounts corresponding to the overpayment of their salaries in June 25, 2022 to August 21, 2022 shall be deducted in their November or December salaries.
5. To fast track your reports, you may refer to the attached DepEd Memorandum No. 077, s. 2022 and please see also the attached guide in preparing the Summary of Absences and the Proportional Vacation Pay (PVP) Report.
6. Retired teachers for SY 2021-2022 with Certificate of Last Payment (CLP) and Newly Hired teachers (Division Paid) should be reported in a separate sheet or in the last part of the PVP report.
7. All teachers under station 592 (Division Office) and 602 (Senior High School) already included in regular monthly payroll worksheet should be added to the proportional vacation pay report in their respective school where he/she is actually assigned together with the summary of absences without pay for SY 2021-2022.

8. The PVP Report for SY 2021-2022 together with the Summary of Absences **Without** Pay for SY 2021-2022 must be submitted to the administrative officer II or district bookkeeper.
9. The administrative officer II & district bookkeeper will be responsible in checking and validating the accuracy of data and likewise the submission of the said report to the Division Payroll Services Unit (DPSU) on or before October 5, 2022.
10. For your information, guidance and strict compliance.

  
**BIANITO A. DAGTAN EdD, CESO V**  
*Schools Division Superintendent* 



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Behold...  
**BOHOL**



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>
<b>Total PVP earned (Long School Break and Christmas vacation)</b>	<b>= 61 days</b>

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)	= 0.210

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.

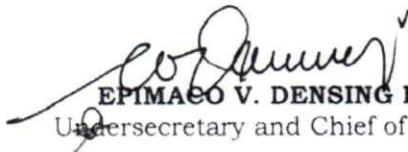
5. This Memorandum is issued without prejudice to other benefits and privileges such as service credit under DO 53, s. 2003 and DO 84, s. 2003 that may be afforded to public school teachers during summer vacation and others as may be allowed by law.

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](mailto: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

**PROPORTIONAL VACATION PAY SY 2021 - 2022**

09/13/2021 to 06/24/2022  
 06/25/2022 to 08/21/2022  
 12/20/2021 to 01/02/2022  
 Factor for absence/day

- **233 days** Total No. of Days Served (excluding Sundays)
- **49 days** Long School Break (excluding Sundays)
- **12 days** Christmas Vacation (excluding Sundays)
- **0.210 FACTOR**

(49 / 233)

Total Number of days absent / not served	PVP days to be deducted	Entitled PVP Days	Period Covered	
			From	To
0	2	0	49 (5+26+18)	6/25/2022 - 8/18/2022
3	7	1	48 (5+26+17)	6/25/2022 - 8/17/2022
8	11	2	47 (5+26+16)	6/25/2022 - 8/16/2022
12	16	3	46 (5+26+15)	6/25/2022 - 8/15/2022
17	21	4	45 (5+26+14)	6/25/2022 - 8/14/2022
22	25	5	44 (5+26+13)	6/25/2022 - 8/13/2022
26	30	6	43 (5+26+12)	6/25/2022 - 8/12/2022
31	35	7	42 (5+26+11)	6/25/2022 - 8/11/2022
36	40	8	41 (5+26+10)	6/25/2022 - 8/10/2022
41	45	9	40 (5+26+9)	6/25/2022 - 8/9/2022
46	49	10	39 (5+26+8)	6/25/2022 - 8/8/2022
50	54	11	38 (5+26+7)	6/25/2022 - 8/7/2022
55	59	12	37 (5+26+6)	6/25/2022 - 8/6/2022
60	64	13	36 (5+26+5)	6/25/2022 - 8/5/2022
65	69	14	35 (5+26+4)	6/25/2022 - 8/4/2022
70	73	15	34 (5+26+3)	6/25/2022 - 8/3/2022
74	78	16	33 (5+26+2)	6/25/2022 - 8/2/2022
79	83	17	32 (5+26+1)	6/25/2022 - 8/1/2022
84	88	18	31 (5+26)	6/25/2022 - 7/26/2022
89	92	19	30 (5+25)	6/25/2022 - 7/25/2022
93	97	20	29 (5+24)	6/25/2022 - 7/24/2022
98	102	21	28 (5+23)	6/25/2022 - 7/23/2022
103	107	22	27 (5+22)	6/25/2022 - 7/22/2022
108	111	23	26 (5+21)	6/25/2022 - 7/21/2022
112	116	24	25 (5+20)	6/25/2022 - 7/20/2022
117	121	25	24 (5+19)	6/25/2022 - 7/19/2022
122	126	26	23 (5+18)	6/25/2022 - 7/18/2022
127	130	27	22 (5+17)	6/25/2022 - 7/17/2022
131	135	28	21 (5+16)	6/25/2022 - 7/16/2022
136	140	29	20 (5+15)	6/25/2022 - 7/15/2022
141	145	30	19 (5+14)	6/25/2022 - 7/14/2022
146	149	31	18 (5+13)	6/25/2022 - 7/13/2022
150	154	32	17 (5+12)	6/25/2022 - 7/12/2022
155	159	33	16 (5+11)	6/25/2022 - 7/11/2022
160	164	34	15 (5+10)	6/25/2022 - 7/10/2022
165	168	35	14 (5+9)	6/25/2022 - 7/9/2022
169	173	36	13 (5+8)	6/25/2022 - 7/8/2022
174	178	37	12 (5+7)	6/25/2022 - 7/7/2022
179	183	38	11 (5+6)	6/25/2022 - 7/6/2022
184	188	39	10 (5+5)	6/25/2022 - 7/5/2022
189	192	40	9 (5+4)	6/25/2022 - 7/4/2022
193	197	41	8 (5+3)	6/25/2022 - 7/3/2022
198	202	42	7 (5+2)	6/25/2022 - 7/2/2022
203	207	43	6 (5+1)	6/25/2022 - 7/1/2022
208	211	44	5 (5)	6/25/2022 - 6/29/2022
212	216	45	4 (4)	6/25/2022 - 6/28/2022
217	221	46	3 (3)	6/25/2022 - 6/27/2022
222	226	47	2 (2)	6/25/2022 - 6/26/2022
227	230	48	1 (1)	6/25/2022 - 6/25/2022
231	233	49	0 (0)	- -

For those who have rendered service after Christmas vacation, i.e. effective January 3, 2022 onwards, multiply the total number of days served by the factor for absence / day = 0.210

**COMPUTATION ON HOW TO GET ENTITLED PVP DAYS FOR FDS AFTER CHRISTMAS VACATION**

JANUARY	3 - 31	=	25	days
FEBRUARY	1 - 28	=	24	days
MARCH	1 - 31	=	27	days
APRIL	1 - 30	=	26	days
MAY	1 - 31	=	26	days
JUNE	1 - 24	=	<u>21</u>	days

Total No. of days served after Christmas: **149 x 0.210 = 31.29 or 31 days**  
**PVP for FDS after Christmas vacation 6/25/22 - 7/26/22 31 days**

First Day of Service From	To	Total No. of days served	Entitled PVP Days	Period Covered	
				From	To
1/03/2022	1/06/2022	149 - 146	31	6/25/2022	7/26/2022
1/07/2022	1/11/2022	145 - 141	30	6/25/2022	7/25/2022
1/12/2022	1/16/2022	140 - 136	29	6/25/2022	7/24/2022
1/17/2022	1/21/2022	135 - 131	28	6/25/2022	7/23/2022
1/22/2022	1/31/2022	130 - 127	27	6/25/2022	7/22/2022
2/01/2022	2/05/2022	126 - 122	26	6/25/2022	7/21/2022
2/06/2022	2/10/2022	121 - 117	25	6/25/2022	7/20/2022
2/11/2022	2/15/2022	116 - 112	24	6/25/2022	7/19/2022
2/16/2022	2/20/2022	111 - 107	23	6/25/2022	7/18/2022
2/21/2022	2/24/2022	106 - 103	22	6/25/2022	7/17/2022
3/01/2022	3/05/2022	102 - 98	21	6/25/2022	7/16/2022
3/06/2022	3/10/2022	97 - 93	20	6/25/2022	7/15/2022
3/11/2022	3/15/2022	92 - 88	19	6/25/2022	7/14/2022
3/16/2022	3/20/2022	87 - 83	18	6/25/2022	7/13/2022
3/21/2022	3/24/2022	82 - 79	17	6/25/2022	7/12/2022
3/25/2022	4/02/2022	78 - 74	16	6/25/2022	7/11/2022
4/03/2022	4/07/2022	73 - 69	15	6/25/2022	7/10/2022
4/08/2022	12/3/2022	68 - 65	14	6/25/2022	7/09/2022
4/12/2022	4/16/2022	64 - 60	13	6/25/2022	7/08/2022
4/17/2022	4/21/2022	59 - 55	12	6/25/2022	7/07/2022
4/22/2022	4/26/2022	54 - 50	11	6/25/2022	7/06/2022
5/01/2022	5/04/2022	49 - 46	10	6/25/2022	7/05/2022
5/05/2022	5/09/2022	45 - 41	9	6/25/2022	7/04/2022
5/10/2022	5/14/2022	40 - 36	8	6/25/2022	7/03/2022
5/15/2022	5/19/2022	35 - 31	7	6/25/2022	7/02/2022
5/20/2022	5/23/2022	30 - 27	6	6/25/2022	7/01/2022
5/24/2022	6/02/2022	26 - 22	5	6/25/2022	6/29/2022
6/03/2022	6/07/2022	21 - 17	4	6/25/2022	6/28/2022
6/08/2022	6/11/2022	16 - 12	3	6/25/2022	6/27/2022
6/12/2022	6/15/2022	11 - 8	2	6/25/2022	6/26/2022
6/16/2022	6/20/2022	7 - 3	1	6/25/2022	6/25/2022
6/21/2022	6/21/2022	2 - 0	0	-	-

**School Days for SY 2021 - 2022**

September	13 - 30, 2021	<b>16</b>	(2)
October	1 - 31, 2021	<b>26</b>	(5)
November	1 - 30, 2021	<b>26</b>	(4)
December	1 - 31, 2021	<b>16</b>	(3)
January	1 - 31, 2022	<b>25</b>	(4)
February	1 - 28, 2022	<b>24</b>	(2)
March	1 - 31, 2022	<b>27</b>	(4)
April	1 - 30, 2022	<b>26</b>	(4)
May	1 - 31, 2022	<b>26</b>	(5)
June	1 - 24, 2022	<b>21</b>	(3)
Total No. of Days Served:		<b><u>233</u></b>	(38)

**PVP days for Long School Break:**

June	25 - 30, 2022	<b>5</b>	(1)
July	01 - 31, 2022	<b>26</b>	(5)
August	01 - 21, 2022	<b>18</b>	(3)
Total PVP days		<b><u>49</u></b>	

**PVP for FDS after Christmas vacation:**

June	25 - 30, 2022	<b>5</b>
July	1 - 31, 2022	<b>26</b>
Total PVP days for newly hired teachers		<b><u>31</u></b>

PVP days for Christmas **12** Dec. 20, 2021 - Jan. 2, 2022 (excluding Sundays)