



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

September 7, 2023

DIVISION MEMORANDUM

No. 448 s. 2023

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL
VACATION PAY FOR SCHOOL YEAR 2022-2023**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **DepEd Memorandum No. 053, s. 2023** titled “**Computation of Public School Teachers’ Proportional Vacation Pay for School Year 2022-2023**”.
2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

DMBENEFITS

CLASSES

LEAVE

RULES AND REGULATION

TEACHERS



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Republic of the Philippines
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



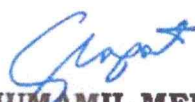
4. Below is the derivative factor/multiplier to be used for the computation of absences and PVP for SY 2022-2023:

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

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