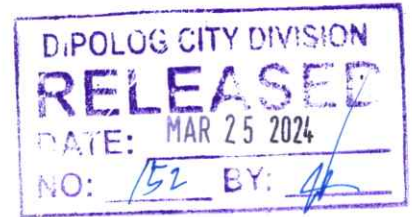




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



March 25, 2024

DIVISION MEMORANDUM
No. 152, s.2024

USAGE OF PROPORTIONAL VACATION PAY COMPUTATION SHEET, SUMMARY OF LEAVE WITHOUT PAY, SUMMARY OF PROPORTIONAL VACATION PAY OVERPAYMENT TEMPLATE (PVP FORMS)

To: Administrative Officer II
Implementing Unit Payroll In-charge & Bookkeeper
And all others concerned

1. In accordance with CSC Memorandum Circular (CSC-MC) No. 41, s1998, also known as the Omnibus Rules on Leave, as amended by CSC MC No. 9, s2012, specifically amending Section 6 (Teachers Leave) Rule XVI of the Omnibus Rules on Leave, teachers are not entitled to usual vacation and sick leave credits, instead, they are entitled to Proportional Vacation Pay (PVP), which serves as compensation for teaching personnel during Christmas and summer/long vacations. The total PVP earned by teachers is computed based on the proportion of days they have served during the school year.
2. To expedite the reports, this division will utilize the following templates in computing and reporting the Proportional Vacation Pay, which serves as a guide for easy preparation and accurate computation of payroll.
3. The Administrative Officer II will be responsible for checking and validating the accuracy of data and likewise the submission of the said report to the Division Payroll Services Unit (DPSU) and Implementing Unit Payroll In-charge.
4. Please see attached enclosure and you may refer to the link provided to download such a template.
<https://drive.google.com/drive/folders/1jhXMfjkFBq0OnASd5bI9pdcnpYc4eNcE?usp=sharing>

For your information and guidance.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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PROPORTIONAL VACATION PAY COMPUTATION SHEET

Name:				Employee No.:		Monthly Salary:					
Position:				Step:							
Station/School :				1. TOTAL NO. OF DAYS SERVED							
First Day of Service:				2. LESS: CHRISTMAS VACATION EARNED							
Last day of Service:				3. ACTUAL NO. OF DAYS SERVED							
MONTHS	No. of Days Served During the School Year	No. of Days Absent During the Year Without Pay	Total No. of Days Actually Served	4. MULTIPLIED BY							
				5. TOTAL PROP. VACATION DAYS							
				6. LESS: NO. OF CHRISTMAS VACATION DAYS							
				7. PROPORTIONAL VACATION DUE							
				8. PVP OVERPAYMENT (in Days)							
				INCLUSIVE PERIOD OF ABSENCES							
						Months	Dates		Number of days		
				JUNE	0	0	0	JUNE		0	
JULY	0	0	0	JULY		0					
AUGUST	3	0	3	AUGUST		0					
SEPTEMBER	30	5	25	SEPTEMBER		0					
OCTOBER	31	0	31	OCTOBER		0					
NOVEMBER	30	5	25	NOVEMBER		0					
DECEMBER	31	0	31	DECEMBER		0					
JANUARY	31	0	31	JANUARY		0					
FEBRUARY	29	0	29	FEBRUARY		0					
MARCH	31	0	31	MARCH		0					
APRIL	30	0	30	APRIL		0					
MAY	31	0	31	MAY		0					
TOTAL	277	10	267								
DISTRIBUTION OF ACCOUNTS				BASIC	PERA	TOTAL					
				DAYS							
				DAYS							
				DAYS							

I HEREBY CERTIFY TO THE CORRECTNESS OF THE ABOVE COMPUTATIONS.

Prepared by:

Certified Correct:

Approved by:



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PROPORTIONAL VACATION PAY COMPUTATION SHEET						
(NEWLY HIRED AFTER CHRISTMAS VACATION)						
Name:		Employee No.:		Monthly Salary:		
Position:		Step:				
Station/School :		1. TOTAL NO. OF DAYS SERVED				
First Day of Service:		3. MULTIPLIED BY				
Last day of Service:		4. TOTAL PROP. VACATION DAYS				
		5. PROPORTIONAL VACATION DUE				
		6. PVP OVERPAYMENT (in Days)				
MONTHS				INCLUSIVE PERIOD OF ABSENCES		
No. of Days Served During the School Year	No. of Days Absent During the Year Without Pay	Total No. of Days Actually Served	Months	Dates	# of LAWOP	
JANUARY	29	0	29	JANUARY		0
FEBRUARY	29	0	29	FEBRUARY		0
MARCH	31	0	31	MARCH		0
APRIL	30	0	30	APRIL		0
MAY	31	0	31	MAY		0
TOTAL	150	0	150			
DISTRIBUTION OF ACCOUNTS				BASIC	PERA	TOTAL
			DAYS	-	-	-
			DAYS	-	-	-
	0	0.00	DAYS	-	-	-

I HEREBY CERTIFY TO THE CORRECTNESS OF THE ABOVE COMPUTATIONS

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SUMMARY OF PROPORTIONAL VACATIONPAY OVERPAYMENT

STATION /DISTRICT _____ DIVISION: _____
 ELEMENTARY INSULAR SCHOOL: _____
 SECONDARY SUPPLEMENTAL SCHOOL YEAR: _____

No	EMPLOYEE NO.	NAME	TOTAL PVP PAID	TOTAL PVP DUE	PVP OVERPAYMENT (in days)
1					
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
11					-
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

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**SUMMARY OF LEAVE OF ABSENCE
 WITHOUT PAY**

STATION
 CODE: _____

SCHOOL: _____

DIVISI
 ON: _____

ELEMENTARY SECONDARY
 INSULAR SUPPLEMENTAL

School
 Year: _____

No	EMPLOYEE NO.	NAME	Total Number of Leave of Absence Without Pay																								Total Leave of absence without Pay
			AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		
			Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	Inclusive dates	# OF DAYS	
1																										0	
2																											0
3																											0
4																											0
5																											0
6																											0

Prepared by: _____

Certified by: _____

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