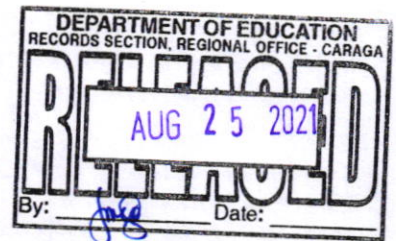




Republic of the Philippines
Department of Education
CARAGA REGION



August 24, 2021

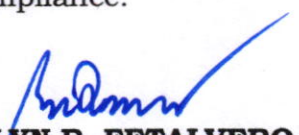
REGIONAL MEMORANDUM

No. 665, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS OF IMPLEMENTING UNITS
This Region

IMPLEMENTATION OF THE COMPUTATION OF PUBLIC SCHOOL TEACHERS'
PROPORTIONAL VACATION PAY FOR SCHOOL YEAR 2020-2021

1. This Office hereby disseminates the enclosed DepEd Memorandum No. 056, s. 2021 dated August 16, 2021 entitled Computation of Public School Teachers' Proportional Vacation Pay for School Year 2021.
2. Sample computations are also included to guide the personnel in-charge in the preparation of payroll.
3. For your information, guidance and compliance.


EVELYN R. FETALVERO, PhD., CESO IV
Director IV

Encl.: DepEd Memorandum No. 56, s. 2021 & Sample Computation

Reference: Regional Memorandum No. 56, s. 2021

To be indicated in the Perpetual Index, under the following subjects:

MEMORANDUM PUBLIC SCHOOL SALARY TEACHERS

ASD/mcd
08/24/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
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2021-08-10595

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COMPUTATION OF PROPORTIONAL VACATION PAY (PVP) OF TEACHERS FOR SY 2020 – 2021

Elementary and Secondary Level (July 11 – September 12, 2021)

Date	No. of Days	Date	No. of Days
July 11, 2021	1	August 12, 2021	33
July 12, 2021	2	August 13, 2021	34
July 13, 2021	3	August 14, 2021	35
July 14, 2021	4	August 15, 2021	36
July 15, 2021	5	August 16, 2021	37
July 16, 2021	6	August 17, 2021	38
July 17, 2021	7	August 18, 2021	39
July 18, 2021	8	August 19, 2021	40
July 19, 2021	9	August 20, 2021	41
July 20, 2021	10	August 21, 2021	42
July 21, 2021	11	August 22, 2021	43
July 22, 2021	12	August 23, 2021	44
July 23, 2021	13	August 24, 2021	45
July 24, 2021	14	August 25, 2021	46
July 25, 2021	15	August 26, 2021	47
July 26, 2021	16	August 27, 2021	48
July 27, 2021	17	August 28, 2021	49
July 28, 2021	18	August 29, 2021	50
July 29, 2021	19	August 30, 2021	51
July 30, 2021	20	August 31, 2021	52
July 31, 2021	21	September 01, 2021	53
August 01, 2021	22	September 02, 2021	54
August 02, 2021	23	September 03, 2021	55
August 03, 2021	24	September 04, 2021	56
August 04, 2021	25	September 05, 2021	57
August 05, 2021	26	September 06, 2021	58
August 06, 2021	27	September 07, 2021	59
August 07, 2021	28	September 08, 2021	60
August 08, 2021	29	September 09, 2021	61
August 09, 2021	30	September 10, 2021	62
August 10, 2021	31	September 11, 2021	63
August 11, 2021	32	September 12, 2021	64

PVP (July 11 – September 12, 2021)

Total no. of days served	405 days
<u>Less:</u> Christmas Vacation	16 days
Actual days served	389 days
Total PVP including Christmas Vacation	64 + 16 = 80 days
Factor	80 / 389 = .206

HOW DO WE GET 405 DAYS?**June 01, 2020 to July 10, 2021**

June 2020	30 days
July 2020	31 days
August 2020	31 days
September 2020	30 days
October 2020	31 days
November 2020	30 days
December 2020	31 days
January 2021	31 days
February 2021	28 days
March 2021	31 days
April 2021	30 days
May 2021	31 days
June 2021	30 days
July 2021	10 days
Total no. of days	405 days

HOW TO COMPUTE PVP OF TEACHERS?**CASE NO. 1:**

- a. Services from June 01, 2020–July 10, 2021 - No absences w/out pay from June 01, 2020 to July 10, 2021

Days served	389 days
Actual days served	389 days
Multiply factor	0.206
	80.13 days
Less: Christmas Vacation	16.00 days
	64.13 or 64.00 days with pay from July 11, 2021 to Sept. 12, 2021

- b. Services from June 01, 2020 – July 10, 2021- with a total of 10day absences w/out pay from June 01, 2020 to July 10, 2021

Days served	389 days
Less: Absences	10 days
Actual days served	379 days
Multiply factor	0.206
	78.07 days
Less: Christmas Vacation	16.00 days
	62.07or 62.00 days with pay from July 11, 2021 to Sept. 12, 2021

CASE NO. 2:

- a. Services mid of school year (ex. first day of service August 01, 2020) - No absences w/out pay from August 01, 2020 to July 10, 2021

Actual days served **328 days** (389- 61), 60 = 30 +31
Multiply factor 0.206
. 67.57 days
Less: Christmas Vacation 16.00 days
. 51.57 or 52.00 days with pay from July 11, 2021 to Sept. 12, 2021

- b. Services mid of school year (ex. first day of service August 01, 2020) - with a total of 5day absences w/out pay from August 01, 2020 to July 10, 2021

Days served 328 days(389 - 61), 60 = 30 +31
Less: Absences 5 days
Actual days served **323 days**
Multiply factor 0.206
. 66.54 days
Less: Christmas Vacation 16.00 days
. 50.54 or 51.00 days with pay from July 11, 2021 to Sept. 12, 2021

CASE NO. 3

If services of teacher is ON or AFTER January 4, 2021, no need to deduct 16 days Christmas Vacation

- a. First day of service is January 04, 2021 - No absences w/out pay

Actual days served **188 days** (28+28+31+30+31+30+10 = from January 04, 2021 to July 10, 2021
Multiply factor 0.206
. 38.73 or 39.00 days with pay from July 11, 2021 to Sept. 12, 2021

- b. First day of service is January 04, 2021 - with a total of 5day absences w/out pay from January 03, 2021 to July 10, 2021

Days served **188 days** (28+28+31+30+31+30+10 = from January 04, 2021 to July 10, 2021
Less: absences 5 days
Actual days served 183 days
Multiply factor 0.206
. 37.70 or 38 days with pay from July 11, 2021 to Sept. 12, 2021



Republic of the Philippines
Department of Education

16 AUG 2021

DepEd MEMORANDUM

No. **056**, s. 2021

**COMPUTATION OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION PAY
FOR SCHOOL YEAR 2020-2021**

To: Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. With regard to the opening date of School Year (SY) 2021-2022 on September 13, 2021, as approved by President Rodrigo Roa Duterte, this is to provide the field offices the guidelines on the **Computation of the Proportional Vacation Pay (PVP) for School Year (SY) 2020-2021** for all public elementary and secondary school teachers, which is in pursuance 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 absences of a teacher due to illness as prescribed under DepEd Order (DO) No. 53, s. 2003 entitled *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 1 (11) of MC NO. 41, s. 1998.

2. For SY 2020-2021, each of the teachers who rendered continuous service from June 1, 2020 to July 10, 2021, shall be entitled to **80 days total of PVP** from school break and Christmas vacation days, computed as follows:

Total Number of days served	= 405 days
from June 1, 2020 to July 10, 2021	
Less: Number of Christmas vacation days earned	= <u>-16 days</u>
from December 19, 2020 to January 3, 2021	
Actual days served	= 389 days
Multiply factor	<u>x 0.206</u>
Total PVP earned from the number of School Break and Christmas vacation days	= 80 days
Less: Number of Christmas vacation days	= <u>-16 days</u>
Number of School Break vacation days earned	= 64 days
from July 11 to September 12, 2021	

3. Factor **0.206** shall be used for the computation of absences and PVP for SY 2020-2021. Below is the computation of the **derivation factor of 0.206**.

Number of Summer vacation days	= 64 days
Add: Number of Christmas vacation days	= <u>+16 days</u>
Total PVP	80 days
(Summer and Christmas vacation days)	
Divided by actual days served	= 389 days
Multiply factor	= 0.206

4. Per DepEd Order (DO) No. 007, s. 2020 titled *School Calendar and Activities for School Year 2020-2021*, teachers were directed to officially report to work starting June 1,

2020. Considering this, the reckoning period on the computation of the total number of days served shall commence on the said date until July 10, 2021 as prescribed under DO 012, s. 2021 titled **Amendment to DepEd Order No. 030, s. 2020 (Amendment to DepEd Order No. 007, s. 2020, School Calendar and Activities for School Year 2020-2021)**.

5. This Memorandum is issued without prejudice to other benefits and privileges that may be afforded to public school teachers during the period of the COVID-19 Pandemic, as may be allowed by law.

6. Accordingly, DepEd Memorandum No. 044, s. 2021 dated July 21, 2021, prescribing the *Interim Guidelines on the Computation of Public School Teachers' Proportional Vacation Pay for School Year 2020-2021* is expressly repealed or amended.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 007, s. 2020 and 012, s. 2021)
DepEd Memorandum No.: (044, s. 2021)



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

AMENDMENT
CALENDAR, SCHOOL
CLASSES
OFFICIALS
POLICY

RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

JDMC/SMMA/APA/MPC, DM Computation of the Proportional Vacation Pay for SY 2020-2021
0210 - July 26/29, 2021