



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

29 May 2025

DIVISION MEMORANDUM

No. **077**, s. 2025

SUBMISSION OF PROPORTIONAL VACATION PAY REPORT FOR SY 2024-2025

To: Assistant School Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Memorandum No. 032, s. 2025, dated 11 April 2025, titled **Guidelines on Public School Teachers' Proportional Vacation Pay for School Year 2024-2025**, teachers who have continuous services from 29 July 2024 to 15 April 2025 shall be entitled to 73 days total of PVP from long School Break and Christmas Vacation Days.
2. To have a uniform basis for the Computation of Proportional Vacation Pay (PVP) for the School Year 2024-2025 for all public elementary, secondary, and senior high school teachers, the Payroll Services Unit issues the following guides:
 - a. The Factor of **0.245** shall be used to compute absences and PVP. Since the 12 days Christmas Vacation has already been paid to the teachers having received it in full their December 2024 salary, the number of Long School Break days earned from 29 July 2024 to 15 April 2025 (or the Long School Break 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 16-30 April 2025 to 01-15 June 2025.
 - b. For teachers who were included already on the monthly payroll Automatic Payroll Deduction System (APDS) as of April 2025 with less than 61 PVP days, the amount corresponding to the overpayment of their salaries from April to June 2025 shall be deducted from their July or August salaries.
 - c. Retired teachers for SY 2024-2025 with Special Order for retirement and Newly Hired teachers (not yet integrated into RPSU payroll as of April 2025) should be reported in a separate sheet of the PVP report.
 - d. All teachers under Station Code 529 (Senior High School) already included in the regular monthly payroll worksheet should be reported separately together with the summary of absences without pay for SY 2024-2025. Also, include a separate sheet for provisional/newly hired senior high school teachers (not yet integrated into RPSU payroll as of April 2025).



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

- e. The PVP Report for SY 2024-2025 together with the **Summary of Absences Without Pay** for SY 2024-2025 must be submitted by the school-based AOs and ADAS to the respective District Administrative Officers/District Consolidator **on or before 06 June 2025**.
 - f. The District Consolidators shall check and consolidate the PVP Report per station code. The said reports must be submitted in three (3) hard copies with the Excel file copy to the Payroll Services Unit **on or before 16 June 2025**.
3. For inquiries, contact Mr. Glen J. Gula at 09484410409.
4. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: PVP Guide and Computation
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

REPORTS

GJG/OSDS-PSU/DM – submission of proportional vacation pay report for sy 2024-2025
0467/May 29, 2025



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

**GUIDE IN PREPARING THE PROPORTIONAL VACATION PAY (PVP) REPORT
FOR SY 2024-2025**

1. The column **Inclusive Period of Service** should indicate the beginning and end of the school year for those teachers who served from the start until the end of the school year, that is July 29, 2024, to April 15, 2025.
2. For newly hired teaching personnel, the inclusive period of service should be from the date of his/her **First Day of Service (FDS)** until the end of the school year.
3. **For retired teaching personnel**, the Inclusive Period of Service should be the beginning of the school year until the last day of his/her service, the date before effectiveness of retirement.
4. The column **Absences Without Pay** during the School Year should be indicated **NONE** for those teachers with no absences. For those who have absences without pay, please indicate in the column the **Inclusive dates, Total Number of Absences Without Pay** and **its Equivalent PVP days to be deducted**.
5. The column **Long School Break Salary Due Period** should indicate the start until the end of the vacation period if the teacher is entitled to Full PVP (Those who have not incurred absences without pay within the school year). For those teachers who have incurred absences without pay and for those who have lesser days served, the inclusive period should be less by the equivalent PVP days to be deducted.
Example: the total absences of three (3) days with one (1) day equivalent PVP deduction, the inclusive period should be from the start of the vacation period, which is July 29, 2024, until April 15, 2025.
6. The column **Total PVP Days** refers to the total number of entitled PVP days for Long School Break. For those who have not incurred absences without pay within the school year, the **entitled PVP days are 61 from April 16, 2025, to June 15, 2025**. For those teachers who have incurred absences without pay and for those who have lesser number of days served, the entitled PVP days is computed as: the total PVP of 61 days less by the number of PVP days to be deducted.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

**GUIDE IN PREPARING THE SUMMARY OF ABSENCES (SOA) FOR SY
2024-2025**

1. The order of names in the summary of absences should be according to the order of the names listed in the PVP Report.
2. Include all teaching employees in the list who have incurred absences without pay and those who have started service mid-school year.
3. Absences without pay (excluding Christmas Vacation) and the incomplete number of days served will affect the computation of PVP.
4. **DO NOT** indicate specific dates of absences on the Total Number of absences column, only the NUMBER of days should be displayed.
5. The whole month absence should not include Sundays, and those days are still part of Christmas Vacation from December 21, 2024, to January 01, 2025.
6. The **First Day of Service (FDS)** of newly hired teachers should be correctly indicated. FDS must be the actual date of the first day of service but not earlier than the date hired effectively.
7. The data to be indicated in the columns Inclusive Period of Service, Total Number of Absences Without Pay, Long School Break Salary Due Period, Entitled PVP Days, and Equivalent PVP Days to be deducted, please refer to the data reflected on the PVP report.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

**COMPUTATION OF PROPORTIONAL VACATION PAY (PVP) OF TEACHERS FOR
SCHOOL YEAR 2024-2025
ELEMENTARY, SECONDRY AND SENIOR HIGH SCHOOL
(APRIL 16, 2025 – JUNE 15, 2025)**

April 16, 2025	1	May 21, 2025	36
April 17, 2025	2	May 22, 2025	37
April 18, 2025	3	May 23, 2025	38
April 19, 2025	4	May 24, 2025	39
April 20, 2025	5	May 25, 2025	40
April 21, 2025	6	May 26, 2025	41
April 22, 2025	7	May 27, 2025	42
April 23, 2025	8	May 28, 2025	43
April 24, 2025	9	May 29, 2025	44
April 25, 2025	10	May 30, 2025	45
April 26, 2025	11	May 31, 2025	46
April 27, 2025	12	June 01, 2025	47
April 28, 2025	13	June 02, 2025	48
April 29, 2025	14	June 03, 2025	49
April 30, 2025	15	June 04, 2025	50
May 1, 2025	16	June 05, 2025	51
May 2, 2025	17	June 06, 2025	52
May 3, 2025	18	June 07, 2025	53
May 4, 2025	19	June 08, 2025	54
May 5, 2025	20	June 09, 2025	55
May 6, 2025	21	June 10, 2025	56
May 7, 2025	22	June 11, 2025	57
May 8, 2025	23	June 12, 2025	58
May 9, 2025	24	June 13, 2025	59
May 10, 2025	25	June 14, 2025	60
May 11, 2025	26	June 15, 2025	61
May 12, 2025	27		
May 13, 2025	28		
May 14, 2025	29		
May 15, 2025	30		
May 16, 2025	31		
May 17, 2025	32		
May 18, 2025	33		
May 19, 2025	34		
May 20, 2025	35		



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

How do we get 261 days?

July 29, 2024, to April 15, 2025

July 2024	3
August 2024	31
September 2024	30
October 2024	31
November 2024	30
December 2024	31
January 2025	31
February 2025	28
March 2025	31
April 2025	15

Number of days served 261 days

PVP (July 29, 2024 – April 15, 2025)

Actual number of days	261 days
Number of Christmas Vacation days (Dec. 21, 2024 – Jan. 01, 2025)	12 days
The number of Long Vacation Days earned (From April 16, 2025, to June 15, 2025)	61 days
Total number of PVP earned (Long Vacation days And Christmas vacation days)	73 days
Actual number of days less Christmas vacation days	249 days

Factor of **0.245** (Number of long school breaks divided by actual days served) shall be used for the computation of the PVP of teachers with absences during and SY 2024-2025.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

HOW TO COMPUTE PVP OF TEACHERS

Case No. 1:

A. Services from July 29, 2024 – April 15, 2025 – If with leave of absence without pay

Total number of days served	261 days
Less: Christmas Vacation	12 days
Less: Total absence without pays	10 days
Incurred from 7/29/2024-4/15/2025	
Multiply Factor	0.245
Total PVP	58.555 or 59 days

A. Services from July 29, 2024 – April 15, 2025 – If with leave of absence with pay

Total number of days served	261 days
Less: Christmas Vacation	12 days
Multiply Factor	0.245
Total PVP	61.005 or 61 days

Case No. 2:

A. Service Mid of School Year (Ex. First Day of Service November 15, 2024) – with absences/LWOP

Total number of days served	152 days
Less: Christmas Vacation	12 days
Less: Total absence without pays	5 days
Incurred from 11/15/2024-4/15/2025	
Multiply Factor	0.245
Total PVP	33.075 or 33 days

B. Service Mid of School Year (Ex. First Day of Service November 15, 2024) – No absent

Total number of days served	152 days
Less: Christmas Vacation	12 days
Multiply Factor	0.245
Total PVP	34.3 or 34 days



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Case No. 3:

If the service of teachers is ON or AFTER January 2, 2025, no need to deduct the 12 days Christmas vacation.

A. To compute the PVP of Teachers: If the First Day of Service is January 15, 2025.

Total number of days served	91 days
Multiply Factor	0.245
Total PVP	22.295 or 22 days

B. Service Mid of School Year (Ex. First Day of Service November 15, 2024) – with absence

Total number of days served	91 days
Less: Total absence without pays	5 days
Incurred from 1/15/2024-4/15/2025	
Multiply Factor	0.245
Total PVP	21.07 or 21 days

Case No. 4:

For Retired/Deceased

A. Service Ended on Mid of School Year before Christmas Break (Ex. Last day of service Nov. 30, 2024) – with absences / LWOP, no need to deduct the 12 days of Christmas Vacation

Total number of days served	125 days
Less: Total absence without pays	5 days
Incurred from 7/29/2024-11/30/2024	
Multiply Factor	0.245
Total PVP	29.4 or 29 days

B. Service Ended on Mid of School Year before Christmas Break (Ex. Last day of service Nov. 30, 2024) – No absent / LWOP, no need to deduct the 12 days of Christmas Vacation

Total number of days served	125 days
Multiply Factor	0.245
Total PVP	31.625 or 31 days

C. Service Ended on Mid of School Year after Christmas Break (Ex. Last day of service January 31, 2025) – with absences / LWOP

Total number of days served	187 days
-----------------------------	----------



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Less: Christmas Vacation	12 days
Less: Total absence without pays	10 days
Incurred from 7/29/2024-1/31/2024	
Multiply Factor	0.245
Total PVP	40.425 or 40 days

D. Service Ended on Mid of School Year before Christmas Break (Ex. Last day of service Nov. 30, 2024) – No absent / LWOP

Total number of days served	187 days
Less: Christmas Vacation	12 days
Multiply Factor	0.245
Total PVP	42.875 or 43 days