



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

21 Jul 2026

DIVISION MEMORANDUM

No. **076**, s. 2026

SUBMISSION OF PROPORTIONAL VACATION PAY REPORT FOR SY 2025-2026

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. 040, s. 2026, dated 24 June 2026, titled **Guidelines on Public School Teachers' Proportional Vacation Pay for School Year 2025-2026**, teachers who have continuous service from 16 June 2025 to 31 March 2026 shall be entitled to a total of 84 days of PVP from the 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 **0.249** shall be used to compute absences and PVP. Since the 16-day Christmas Vacation has already been paid to the teachers, having received it in full, their December 2025 salary, the number of Long School Break days earned from 01 April 2026 to 07 June 2026 (or the Long School Break PVP period) shall be 68 days. Therefore, a teacher who has no absences for the previous school year shall be entitled to 68 days PVP, and whose salaries shall be paid in full from 01 April 2026 to 07 June 2026.
 - b. For teachers who were already included in the monthly Automatic Payroll Deduction System (APDS) payroll as of April 2026, with less than 68 PVP days, the amount corresponding to the overpayment of their salaries from April to June 2026 shall be deducted from their August or September 2026 salaries.
 - c. Retired teachers for SY 2025-2026 with Special Order for retirement and Newly Hired teachers (not yet integrated into DPSU payroll as of April 2026) should be reported on 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 2025-2026. Also, include a separate sheet for provisional/newly hired senior high school teachers (not yet integrated into DPSU payroll as of April 2026).





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- e. The PVP Report for SY 2025-2026, together with the **Summary of Absences Without Pay** for SY 2025-2026, must be submitted by the school-based AOs and ADASs to the respective District Administrative Officers/District Consolidators **on or before 27 July 2026**.
 - 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 an Excel file copy to the Division Payroll Services Unit **on or before 14 August 2026**.
3. For inquiries, contact Mr. Glen J. Gula at glen.gula@deped.gov.ph.
4. Widest dissemination of this Memorandum is desired

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

REPORTS

Irma May G. Dinasas/OSDS/DM – submission of proportional vacation pay report for sy 2025-2026
0489/July 21, 2026

