Department of Education

DepEd MEMORANDUM
No. 077, s. 2022

COMPUTATION OF PUBLIC SCHOOL TEACHERS’ PROPORTIONAL VACATION PAY (PVP) FOR SCHOOL YEAR (SY) 2021-2022

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

1. With regard to the opening date of SY 2022-2023 on August 22, 2022, as prescribed under DepEd Order (DO) No. 034 s. 2022 entitled School Calendar and Activities for the School Year 2022-2023, this is to provide the field offices the guidelines on the Computation of the Proportional Vacation Pay (PVP) for School Year (SY) 2021-2022 for all public elementary and secondary school teachers, which is pursuant 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 the absences of a teacher due to illness as prescribed under DepEd Order (DO) No. 53, s. 2003 entitled Updated Guidelines on Grants 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 2021-2022, each of the teachers who rendered continuous service from September 13, 2021 to June 24, 2022, shall be entitled to 61 days total of PVP for school break and Christmas vacation days, computed as follows:

Actual Number of Days Served
(September 13, 2021 to June 24, 2022, excluding Sundays and Christmas vacation days (Annex A))

Multiplying factor
Number of Long School Break days earned
(June 25, 2022 to August 21, 2022 (Annex B))
Add: Number of Christmas vacation days
(December 20, 2021 to January 2, 2022)

Total PVP earned (Long School Break and Christmas vacation) = 61 days

3. Factor 0.210 shall be used for the computation of absences and PVP for SY 2021-2022. Below is the computation of the derivation factor of 0.210.

Number of Long School Break Days (NLSBD) = 49 days
Total Number of Days (TND) (September 13, 2021 to June 24, 2022, excluding Sundays and Christmas vacation days) = 233 days
Multiply Factor (NLSBD/TND) = 0.210
4. Per DO 029, s. 2021, titled School Calendar and Activities for School Year 2021-2022, end of school year rites is scheduled from June 27 to July 2, 2022. Considering this and pursuant to DO 53, s. 2003, teachers who were authorized to render services from June 27 to July 2, 2022, may be granted one vacation service credit per accumulated eight hours of service rendered supported by the Individual Daily Log and Accomplishment Report (IDLAR) and other official attendance monitoring mechanisms that are recorded and verifiable.

5. This Memorandum is issued without prejudice to other benefits and privileges such as service credit under DO 53, s. 2003 and DO 84, s. 2003 that may be afforded to public school teachers during summer vacation and others as may be allowed by law.

6. 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 telephone numbers (02) 8633-9345 and (02) 8636-6546.

7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

[Signature]

Undersecretary and Chief of Staff

References:
DepEd Order: (Nos. 53, s. 2003; 84, s. 2003; 029, s. 2021 and 034, s. 2022)
DepEd Memorandum No. 056, s. 2021

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

CALENDAR, SCHOOL
CLASSES
OFFICIALS
RULES AND REGULATIONS

SCHOOLS
SERVICE
TEACHERS

RMES/APA DM Computation of Public School Teachers' Proportional Vacation Pay for School Year 2021-2022
0209 - August 5, 2022
**Annex A**  
**Actual Number of Days Served**

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual Days Served (Excluding Sundays and Christmas Vacation Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2021</td>
<td>16 days</td>
</tr>
<tr>
<td>October 2021</td>
<td>26 days</td>
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<tr>
<td>November 2021</td>
<td>26 days</td>
</tr>
<tr>
<td>December 2021</td>
<td>16 days</td>
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<tr>
<td>January 2022</td>
<td>25 days</td>
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<td>February 2022</td>
<td>24 days</td>
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<td>March 2022</td>
<td>27 days</td>
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<td>April 2022</td>
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<tr>
<td>May 2022</td>
<td>26 days</td>
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<tr>
<td>June 2022</td>
<td>21 days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>233 days</strong></td>
</tr>
</tbody>
</table>

**Annex B**  
**Long School Break Days Earned**

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual Days Served (Excluding Sundays)</th>
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</thead>
<tbody>
<tr>
<td>June 2022</td>
<td>5 days</td>
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<tr>
<td>July 2022</td>
<td>26 days</td>
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<tr>
<td>August 2022</td>
<td>18 days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>49 days</strong></td>
</tr>
</tbody>
</table>