



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Division of Baguio City  
#82 Military Cut-off, Baguio City  
Tel. No.: (074) 442-7819



MAY 31 2017  
**RELEASED**

**DIVISION MEMORANDUM**

No. 138 s. 2017

**Workshop and Reorientation on the Computation of Proportional Vacation Pay (PVP) for the School Year (SY) 2016-2017**

**To: All Public Elementary and Secondary School Heads  
Public Schools District Supervisor  
Others Concerned**

1. It was observed that there are inconsistencies on the PVP reports being submitted in this Office. Hence, the Personnel Section will conduct a workshop & reorientation on the computation of PVP to all Public School Heads or their person designate on June 7, 2017, 1:00 pm at the Division Office, Conference Hall.
2. Participants must bring their laptops and extension cords.
3. Immediate dissemination of this Memorandum and attendance of all concerned is desired.

**BEATRIZ G. TORNO, PhD, CESO IV**  
Officer-In-Charge  
Office of the Regional Director  
And Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent