



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



06 2018
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DIVISION MEMORANDUM

No. 318, s. 2018

**SUBMISSION OF PROPORTIONAL VACATION PAY (PVP) REPORT FOR THE
SCHOOL YEAR (SY) 2017-2018**

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

1. Pursuant to DepEd Memorandum No. 108, s. 2018 entitled **Computation of Public School Teachers' Proportional Vacation Pay for School Year 2017-2018**, all public schools are required to submit their PVP report for school year 2017-2018 using the computation indicated in the said memorandum.
2. An excel worksheet entitled as **PVP 2017-2018** will be uploaded on the DepEd Baguio website (depedpines.com) containing the format and further instructions on how to prepare the PVP report.
3. List of leaves without pay of teachers will be sent to the schools' e-mail addresses. School heads may also personally get a copy at the Division Office Personnel Unit.
4. There should be a separate PVP report for Junior High and Senior High school teachers. A PVP report should also be submitted for the Senior High school teachers at Baguio City National High School and Irisan National High School.
5. All school heads are required to use the format provided in the excel worksheet for uniformity and for easier computation.
6. Deadline of submission for the hard copy of the PVP report will be on or before August 15, 2018. Please submit the report to Ms. Sarah Jane T. Madriaga at the Division Office Personnel Section and send a soft copy of the report to sarahjane.tabing@deped.gov.ph.
7. Immediate dissemination of this memorandum is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent 