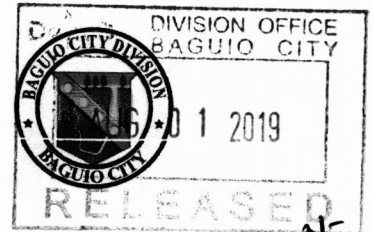




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7819



Division Memorandum
No. 328, S. 2019

**ORIENTATION ON PROPORTIONAL VACATION PAY (PVP)
COMPUTATION FOR SCHOOL YEAR 2018-2019 cum UPDATE ON
PERSONNEL ADMINISTRATION SERVICES**

**TO: ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)
ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
ALL OTHER CONCERNED**

1. Relevant to DepEd Memorandum No. 67, s. 2019, re: Computation of Public Schools Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2018-2019, the Office will be conducting an orientation on the computation of PVP on **August 15, 2019** at the **SDO Baguio Training Center** (please refer to the attached schedule).
2. Updates on personnel administration services as well as the personnel-in-charge will also be presented to facilitate effective delivery of service.
3. Participants in the said orientation are the Public Elementary and Secondary School Heads, Administrative Officers IV of IUs and School payroll-in-charge/ designate.
4. Participants are advised to bring the following:
 - a. downloaded excel format of the "PVP Report 2018-2019" (uploaded at www.depedpines.com)
 - b. PVP Worksheet (unclaimed worksheets will be distributed by Ms. Shirley Bengao during the orientation)
 - c. list of LWOP incurred by teachers during the SY 2018-2019. It can be requested to Ms. Rachele Garcia (for short leaves) and Ms. Beverly Busing (for long leaves)
 - d. laptop with Microsoft excel application, extension wire and other material for computation purposes
5. Immediate dissemination of this memorandum and attendance of all concerned is desired.

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

AUG 01 2019



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Annex A

AUGUST 15, 2019 – 8 o'clock in the morning

BAGUIO CENTRAL DISTRICT	LUCBAN DISTRICT
1. Adiwang Elementary School	1. Alfonso Tabora Elementary School
2. Aguinaldo Elementary School	2. Bonifacio Elementary School
3. Baguio Central School	3. Lucban Elementary School
4. Crystal Cave Elementary School	4. Magsaysay Elementary School
5. Dominican-Mirador Elementary School	5. Pinget Elementary School
6. Dontogan Elementary School	6. Pinsao Elementary School
7. Manuel A. Roxas Elementary School	7. Quirino Hill Elementary School
8. Sto. Tomas Elementary School	BAGUIO CITY HIGH SCHOOL & ANNEXES
WEST BAGUIO CENTRAL DISTRICT	1. BCNHS – Senior High
1. Elpidio Quirino Elementary School	2. Fort Del Pilar
2. Fairview Elementary School	3. Hillside
3. Irisan Elementary School	WEST BAGUIO CENTRAL DISTRICT
4. Josefa Cariño Elementary School	1. Baguio City Science High School
5. Pacday Quinio Elementary School	2. Dominican-Mirador NHS
6. Quezon Hill Elementary School	3. Irisan NHS
7. San Carlos Heights Elementary School	4. Joaquin Smith NHS
8. San Luis Elementary School	5. Quezon Hill NHS
	6. Roxas NHS
	7. Sto. Tomas NHS
	8. Pines City NHS

AUGUST 15, 2019 – 1 o'clock in the afternoon

NORTH QUEZON DISTRICT	MABINI DISTRICT
1. Baguio Country Club Village Elementary School	1. Apolinario Mabini Elementary School
2. Fort Del Pilar Elementary School	2. Brookspoint Elementary School
3. Gibraltar Elementary School	3. Don Mariano Mariano Elementary School
4. Happy Hollow Elementary School	4. Doña Aurora Elementary School
5. Rizal Elementary School	5. Doña Nicasia J. Puyat Elementary School
6. Kias Elementary School	6. Holy Ghost Extension Elementary School
7. Lindawan Elementary School	LUCBAN & MABINI DISTRICT
8. Loakan Elementary School	1. Doña Aurora NHS
9. Springhills Elementary School	2. Guisad Valley NHS
QUEZON DISTRICT	3. Magsaysay NHS
1. Baguio City SPED Center	4. Pinget NHS
2. Bakakeng Elementary School	5. Pinsao NHS
3. Camp 7 Elementary School	QUEZON & NORTH QUEZON DISTRICT
4. Doña Aurora H. Bueno Elementary School	1. Bakakeng NHS
5. Jose P. Laurel Elementary School	2. Happy Hollow NHS
6. Manuel L. Quezon Elementary School	3. Lindawan NHS
7. San Vicente Elementary School	4. Mil-an NHS
	5. Rizal NHS
	6. San Vicente NHS

AUG 01 2019

Department of Education
 DepEd-Cordillera Administrative Region
 Schools Division of Baguio City

(SCHOOL DISTRICT)
 (NAME OF SCHOOL)
 PROPORTIONAL VACATION PAY REPORT
 SCHOOL YEAR 2018-2019

	DIVISION NO.	STATION CODE	EMPLOYEE NO.	NAME OF EMPLOYEE	BASIC PLUS PERA	INCLUSIVE PERIOD OF SERVICE	ABSENCE W/O PAY DURING THE SY		LONG VACATION SALARY DUE
							NO. OF DAYS	INCLUSIVE DATES	INCLUSIVE PERIOD
1	81	0	0	0	22,754.00	June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
2	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
3	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
4	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
5	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
6	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
7	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
8	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
9	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
10	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
11	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
12	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
13	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
14	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
15	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
16	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
17	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
18	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
19	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
20	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
21	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
22	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
23	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
24	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
25	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
26	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
27	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
28	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
29	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
30	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019
31	81	0	0	0		June 04, 2018 - April 05, 2019	0		April 06, 2019 - June 02, 2019

74	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
75	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
76	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
77	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
78	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
79	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
80	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
81	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
82	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
83	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
84	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019
85	81	0	0	0	June 04, 2018 - April 05, 2019	0	April 06, 2019 - June 02, 2019

Prepared by:

Certified Correct:

Approved:

(name of payroll-in-charge)

(name of school head)

FEDERICO P. MARTIN, EdD, CEEd, C

(position/ designation)

School Head

Schools Division Superintendent

INSTRUCTION:

- 1 NOTE: Insert more rows before # 85 if is not enough, then drag down from #84 before editing COLUMNS F,G,I & J.
- 2 Column **B** is constant at 81.
- 3 Columns **C, D** and **E** are linked from the previous form so no need to re-type.
- 4 Fill-in column **F**, you can refer to your monthly form 7 (Monthly Payroll worksheet).
- 5 Column **G** is constant from June 4, 2018 to April 5, 2019 **if the teacher served for the whole school year.**
- 6 If the teacher did not complete the school year, begin from the start of service and end on April 5, 2019.
- 7 Column **H** is also linked from the previous form so let the formula do it.
- 8 Column **I** is also found in the LIST OF LEAVE WITHOUT PAY provided by the DO.
- 9 Column **J** is constant from April 6, 2019 to June 2, 2019 if the teacher has a complete PVP.
- 10 If the PVP is not complete, the period start on April 6, 2019 and ends on the last day of his/her PVP w/ pay.
- 11 Column **K** is likewise linked from the previous form.
- 12 Delete extra rows above if you have lesser teacher.
- 13 **Hide this INSTRUCTIONS and you may remove the yellow highlight before printing.**

****This is will be the only sheet/report you submit in the division office****