



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY

May 31, 2024

DIVISION MEMORANDUM  
No. 386 s. 2024

**COMPUTATION OF TEACHER'S PROPORTIONAL VACATION PAY  
FOR SCHOOL YEAR 2023-2024**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary Schools School Heads  
Administrative Officers  
All Others Concerned

1. The field is hereby informed that the Department of Education Central Office has released the **DepEd Memorandum No. 026, s. 2024 dated May 20, 2024 titled Computation of Public School Teachers' Proportional Vacation Pay (PVP) for the School Year 2023-2024**. Copy of the memorandum is attached.
2. Teachers who rendered continuous service from August 29, 2023 to May 31, 2024 shall be entitled to 76 days total of PVP, based on the following:

277 days	Actual number of days from August 29, 2023 to May 31, 2024
18 days	Number of Christmas vacation days from December 16, 2023 to January 2, 2024
58 days	Number of long vacation days from June 1 to July 28, 2024
76 days	Total number of vacation days ( Long vacation and Christmas vacation days)
259 days	Actual Number of days less Christmas vacation days


3. The factor of 0.224 shall be used for the computation of absences and PVP for SY 2023-2024. Below is the computation of the derivation factor of 0.224.  
Number of Long School Break Days 58 days  
Total Number of Days  
(August 29, 2023 to May 31, 2024)



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Excluding Sundays and Christmas vacation day) 259 days  
**Multiply factor 0.224**

4. Absences for personal reasons during the school year or late appointments shall be deducted from the PVP in accordance with Rule 1 (11) of CSC MC No. 41. s. 1998.
5. For more details, refer to the attached Memorandum.
6. Immediate and widest dissemination of this memorandum is highly desired.

  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC-Schools Division Superintendent

Enclosure: as stated  
References: DepEd Order No. 26, s. 2024

To be indicated in the Perpetual Index

Benefits	Rules and Regulations	Service
School Calendar	Leave	Teachers

PS/NMB  
May 31, 2024

