



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

04 Oct 2023

DIVISION MEMORANDUM  
OSDS No. **131**, s. 2023

COMPUTATION OF PUBLIC-SCHOOL TEACHER'S PROPORTIONAL VACATION PAY  
(PVP) FOR SCHOOL YEAR 2022-2023

To: Public Schools District Supervisors and Cluster Heads  
Public Elementary and Secondary School Heads  
Clustered Administrative and Finance Personnel  
All Others Concerned

1. In reference to DepEd Memorandum No.53, s.2023 on the **Computation of Public-School Teacher's Proportional Vacation Pay (PVP) for School Year (SY) 2022-2023**, schools shall submit PVP Forms 7A and 7B in triplicate copies.

2. Please refer to these enclosures for the templates and forms of PVP which can be downloaded at the provided link <https://drive.google.com/drive/folders/1Oro0F-FO8T7JN34PeFvHtVO3gqXOy4HL?usp=sharing>.

Enclosure No. 1-PVP Form 7A  
Enclosure No. 2-PVP Form 7B

3. Submission of PVP reports to the Division office shall be on or before **October 10, 2023**.

4. For clarifications or inquiries, please contact the Personnel Section, Administrative Services Unit through **(083) 228-3742**.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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5. Immediate dissemination of this memorandum is desired.

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

By the Authority of the Schools Division Superintendent:

  
**MARICHU JEAN R. DELA CRUZ**  
Education Program Supervisor/  
OIC-CID Chief

Encl: As stated

Reference: DepEd Memorandum No.53, s.2023

To be indicated in the Perpetual Index under the following subjects

SALARY TEACHERS

SJDR/DM-computation of public school teacher's pvp for sy 2022-2023  
0000/October 04, 2023

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



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**SCHOOLS DIVISION OF SOUTH COTABATO**

**PROPORTIONAL VACATION PAY REPORT SY 2022-2023**

7A  
 : SOUTH COTABATO  
 :  
 / SCHOOL: \_\_\_\_\_

EMPLOYEE NUMBER	ST CODE	FULL NAME				INCLUSIVE PERIOD OF SERVICE <i>(from August 22, 2022 - July 7, 2023)</i>		ABSENCES W/O PAY	Number of Days NOT in Service <i>(For Newly Hired Only)</i>	TOTAL NUMBER OF PVP DAYS WITH PAY
		LAST NAME	FIRST NAME	MID NAME	EXT'N	From	To			
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
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-	-	-	-	-	-	-	-	-	-	

by:  
  
 School Head

Recommending Approval:  
  
 Public Schools District Supervisor/ PIC

Approved:  
  
**LEONARDO M. BALALA, CESE**  
*Schools Division Superintendent*  
  
 By the Authority of Schools Division Superintendent  
  
**RONALD JIM S. SOMERA**  
 Administrative Officer V  
 Administrative Services



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**PROPORTIONAL VACATION PAY REPORT SY 2022-2023**

Form 7B

**SUMMARY OF ABSENCES WITHOUT PAY**

NO.	EMPLOYEE NUMBER	EMPLOYEE NAME			ABSENCES W/O PAY <i>(SY: 2022-2023)</i>	Number of Days NOT in Service <i>(For Newly Hired Only SY: 2022-2023)</i>	TOTAL NUMBER OF PVP DAYS WITHOUT PAY
		LAST NAME	FIRST NAME	MIDDLE NAME			
1		-	-	-	-	-	-
2		-	-	-	-	-	-
3		-	-	-	-	-	-
4		-	-	-	-	-	-
5		-	-	-	-	-	-
6		-	-	-	-	-	-
7		-	-	-	-	-	-
8		-	-	-	-	-	-
9		-	-	-	-	-	-
0		-	-	-	-	-	-
1		-	-	-	-	-	-
2		-	-	-	-	-	-

Prepared by:

Recommending Approval:

Approved:

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 Public Schools District Supervisor/ PIC

**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent

By the Authority of Schools Division Superintendent

**RONALD JIM S. SOMERA**  
 Administrative Officer V  
 Administrative Services