



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

09 May 2025

DIVISION MEMORANDUM

OSDS No. **067**, 2025

**SUBMISSION OF PROPORTIONAL VACATION PAY (PVP) REPORT FOR SY
2024-2025**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Clustered/ School Administrative Officers II
All Others Concerned

1. In reference to **DepEd Memorandum No. 32, s. 2025**, on the *Computation of Public-school Teachers' Proportional Vacation Pay (PVP) for School Year (SY) 2024-2025*, schools shall submit PVP Forms 7A and 7B in two copies through the School/Clustered Administrative Officer II.

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/1Oa44CBtbP49eisjsUI59tg_XYdrVvwuA?usp=sharing

Enclosure No. 1-PVP Form 7A

Enclosure No. 2-PVP Form 7B

3. Additionally, please be informed that the following documentary requirements are attached for teachers **not yet included in the regular payroll**:

- a. Photocopy of Appointment,
- b. Photocopy of Assumption to Duty,
- c. Request Letter from the teacher requesting to offset earned vacation service credits against PVP deduction, and
- d. Accomplished CSC Form 6 (Application for Leave)
- e. Certified true copy of the Leave Card

4. Submission of PVP reports to the Division office shall be on or before **June 5, 2025**.

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

6. Immediate dissemination of this memorandum is directed.



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LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE	LEAVE	
BENEFITS	POLICY	SALARY

SJLDR/DM- submission of proportional vacation pay (pvp) report for sy 2024–2025
0000/May 09, 2025