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APR 2 9 2010

DepEd MEMORANDUM
No.   195 , s. 2010

COMPUTATION OF PROPORTIONAL VACATION PAY FOR TEACHERS
SCHOOL YEAR 2009-2010

To: Regional Directors
        Schools Division/City Superintendents
        Heads, Public Elementary and Secondary Schools
        All Others Concerned

1.   This is to provide the field offices with a uniform basis in the computation of the **Proportional Vacation Pay (PVP)** under the teacher/s leave basis that an elementary/secondary teacher is entitled to.

2.   Teachers who rendered continuous services for School Year 2009-2010 from June 1, 2009 to March 31, 2010, shall be entitled to 74 days PVP from April 1 to June 13, 2010, computed as follows:

Total no. of days served June 1, 2009 to March 31, 2010	= 304 days
Less: Christmas vacation days (December 19, 2009 to January 3, 2010)	= -16 days
Actual days served	= 288 days
Multiply factor	x 0.312
Total PVP including Christmas vacation days	= 90 days
Less: Christmas vacation	= -16 days
PVP earned from April 1 to June 13, 2010	= 74 days

Derivation of factor 0.312

No. of summer vacation days (April 1 to June 13, 2010)	= 74 days
Add: No. of Christmas vacation days	= +16 days
Total PVP and Christmas vacation	= 90 days
Divided by actual days served	= 288
Factor	= **0.312**

3.   Factor 0.312 shall be used for the computation of absences and PVP this school year.

4.   Immediate dissemination of this Memorandum is desired.

MONA D. VALISNO
Secretary

Reference:
      DepEd Memorandum: No. 207, s. 2009

To be indicated in the <u>Perpetual Index</u>
      under the following subjects:

      LEAVE
      TEACHERS

Madel:PVP
4-23-10