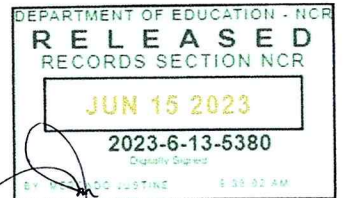




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM

NCR No. 505 s. 2023

TO : Schools Division Superintendents of
Caloocan City and Manila

FROM : 
WILFREDO E. SABRAL, CESO III
Regional Director

SUBJECT : **POLICY REVIEW ON TEACHERS' PROPORTIONAL
VACATION PAY (PVP) AND VACATION SERVICE
CREDITS (VSC)**

DATE : June 13, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0774 dated June 3, 2023 of USEC Gloria Jumamil-Mercado, relative to the conduct of the above captioned activity on June 19-22, 2023 at Otel Pampanga, San Fernando City, Pampanga, information and guidance.

2. In this connection, it is requested the following personnel in your respective Schools Division Office be allowed to attend, and required to register their respective attendance at <https://bit.ly/PVP-VSC-WRITESHOP-REGISTRATIONFORM>, not later than June 14, 2023:

1. Ms. Ederlyn Castillo- AO IV, Caloocan City
2. Mr. Christian Reagan P. Gallarte- AO II, Manila

2. For immediate dissemination and compliance.



Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F006	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2023-0774

TO : REGIONAL DIRECTORS
ALL OTHERS CONCERNED

FROM :  GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : POLICY REVIEW OF TEACHERS' PROPORTIONAL VACATION PAY (PVP) AND VACATION SERVICE CREDITS (VSC)

DATE : 03 June 2023

In line with Section 6, Rule XVI of the *Omnibus Rules Implementing Executive Order (E.O.) No. 292 (CSC Memorandum Circular [MC] No. 41, s. 2012, as amended)* teachers are not entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP). The total PVP earned by teachers shall be based on the computation provided by the Department every school year. Further, Section 9 of the said EO defines vacation service credits of teachers as leave credits earned for services rendered on activities, during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointments.

Given this, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) will review and develop the Teachers' Proportional Vacation Pay (PVP) and Vacation Service Credits (VSC) policies to provide clear and updated compensation for teaching personnel as well as vacation service credits earned for services rendered on activities during weekends, Christmas and summer vacation.

In this regard, may we request for **two (2) representatives** from each region, coming from the regional, schools division and/or schools, who are directly in-charge in the processing of PVP and VSC to attend the said activity on **June 19-22, 2023** to be held at **Otel Pampanga**, San Fernando City, Pampanga. The program of activities and list of participants are attached for ready reference.

Participants are requested to register at <https://bit.ly/PVP-VSC-WRITESHOP-REGISTRATIONFORM> to confirm their attendance on or before **14 June 2023**.

Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants must bring their own laptops and we encourage each region to bring their own extension cords. The first meal provision is dinner on June 19, 2023, (Day 0) and the last meal will be lunch on June 22, 2023.

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras or Ms. Mitzi Bituin of BHR0D-PD through phone number, (02) 8633-9345 or email at reina.comabras@deped.gov.ph or mitzi.bituin@deped.gov.ph.

For information and guidance.

Annex A. Program

Day 0 (June 19, 2023)

Time	Activity
12:00 – 3:00 PM	Travel Time
3:00 – 5:00 PM	Arrival, Registration, and Check-in

Day 1 (June 20, 2023)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:00 – 8:30 AM	Opening Program - National Anthem - Prayer - Opening Remarks
8:30 – 12:00 PM	Target Setting
12:00 – 1:00 PM	Lunch
1:00 – 2:15 PM	Writeshop
2:15 – 2:30 PM	Short Break
2:30 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

Day 2 (June 21, 2023)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Writeshop
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Continuation of Writeshop
12:00 – 1:00 PM	Lunch
1:00 – 2:00 PM	Presentation of Outputs
2:00 – 2:15 PM	Short Break
2:15 – 4:00 PM	Continuation of Writeshop
4:00 – 5:00 PM	Presentation of Outputs
6:30 – 9:00 PM	Dinner

Day 3 (June 22, 2023)

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Continuation of Presentation of Outputs
10:15 – 10:30 AM	Short Break
10:30 – 12:00 PM	Set indicative activities/timelines re: PVP/Service Credit policy
12:00 – 1:00 PM	Egress/Check-out/Lunch
1:00 PM	Departure

Annex B. List of Participants

Regional Office	Number of Representative
Region I	2
Region II	2
Region III	2
Region IV-A	2
Region IV-B	2
Region V	2
Region VI	2
Region VII	2
Region VIII	2
Region IX	2
Region X	2
Region XI	2
Region XII	2
CARAGA	2
NCR	2
CAR	2
Total	32

Central Office	Representative
BHROD	Mario M. Bermudez, Director III
BHROD-EWD	Francis Allen B. Dela Cruz, CAO
BHROD-HRDD	Cecille A. Anyayahan, PDO V or representative
BHROD-SED	Dexter N. Pante, PDO V or representative
BHROD-PD	Michelle Ann A. Cruz, SAO
	Reina Joy S. Comabras, AO IV
	Ricardo H. Clenuar, AO II
	Mitzi P. Bituin, AO II
	Joseph Martin C. Riofrio, AO II

[BHROD-PD/Comabras]