



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

05 Oct 2022

DIVISION MEMORANDUM
No. 432, s. 2022

**CORRECTIVE ACTIONS WITH REFERENCE TO ITEMS 4 TO 5 OF DEPED
MEMORANDUM NO. 77, S. 2022 RE: COMPUTATION OF PUBLIC
SCHOOL TEACHERS' PROPORTIONAL VACATION PAY (PVP)
FOR SCHOOL YEAR (SY) 2021-2022**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. With reference to item 4-5 of DepEd Memorandum No. 77, s. 2022, this Office would like to implement the following corrective actions:

Corrective Action/s	Person/Unit In-Charge	Deadline
Credit or return the service credits deducted from teachers who filed leave of absence on June 27 to July 2, 2022	Gerlissa Kristi R. Amoguis-Elementary (District 1) Ricca Stephanie E. Oco – Elementary (District 2) Randy Rhys U. Capistrano-Secondary	October 14, 2022
File for service credits for service rendered on June 27 to July 2, 2022 Documents for submission: 1. Letter by School Head endorsing the list of teachers who rendered service between June 27 to July 2, 2022 (<i>template enclosed herewith</i>)	Teachers and School Heads	October 14, 2022

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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2. Daily Time Records (DTRs) 3. Individual Daily Log and Accomplishment Report (IDLAR)		
Prepare Special Order for Service Credits	Gerlissa Kristi R. Amoguis-Elementary (District 1)	October 20, 2022
Record granted Service Credits to the teachers' leave cards	Ricca Stephanie E. Oco – Elementary (District 2) Randy Rhys U. Capistrano-Secondary	
Oversee and ensure proper implementation of these corrective actions and provide feedback to top management	Anna Mae M. Atillo	October 21, 2022

2. For inquiries relative to this matter, feel free to contact the Personnel Unit through this email: attendance.elsalvadorcity@deped.gov.ph.
3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For information, guidance and compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

BENEFITS PROCEDURE

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Enclosure to Division Memorandum 432, s. 2022

Template for Letter by School Head endorsing the teachers to be granted service credits for service rendered on June 27 to July 2, 2022

Letterhead

_____ Date

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent
DepEd Division of El Salvador City
Poblacion, El Salvador City

Dear **Dr. Alonsabe**:

This is to recommend the grant of service credits for the following teachers for the service rendered between June 27, 2022 to July 02, 2022 for the End-of-School Year Rites.

No.	NAME OF EMPLOYEE	NUMBER OF VACATION SERVICE CREDIT TO GRANT <i>*1 per accumulated 8 hours of service rendered</i>
1		
2		
3		

Enclosed with this letter is their DTR and corresponding Individual Daily Log Accomplishment Report (IDLAR).

May you find all documents in order.

Sincerely,

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD
School Head

Footer

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