



Republic of the Philippines  
**Department of**  
REGION X  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**24 June 2024**

**DIVISION MEMORANDUM**

No. 371, s. 2024

**To: Administrative Officers II  
Administrative Assistants III  
Administrative Assistants II  
All Others Concerned  
This Division**

**SPECIAL MEETING ON COMPUTATION AND PREPARATION  
OF PUBLIC SCHOOL TEACHERS' PROPORTIONAL VACATION PAY REPORT  
SCHOOL YEAR 2023-2024**

1. Pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998 (Omnibus Rules on Leave), as amended by CSC MC No. 12, s. 2012 (Amendment to Section 6, Rule XVI of Omnibus Rules on Leave), the teachers are not entitled to the usual vacation and sick leave credits but to Proportional Vacation Pay (PVP), which refers to compensation of teaching personnel during Christmas and summer/long vacation. The total PVP earned by teachers shall be computed in proportion to the number of days teachers have served during the school year.
2. Relative to DepEd Memorandum No. 026, s. 2024, dated May 20, 2024 re: Computation of Public School Teachers' Proportional Vacation Pay for School Year 2023-2024, the Personnel Section will conduct a special meeting on the PVP computation in accordance with the said Memorandum on June 25, 2024, at 9 A.M. via Microsoft Teams. The meeting link will be sent to the DepEd email address of the participants.
3. Wide dissemination of and compliance with this Memorandum is directed.

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/jlsr/mce/abt



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: www.deped.misor.net | Email: misamis.oriental@deped.gov.ph



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**Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2024**

400	DANA O NHS	LIANE T. MABANTA
401	LOURDES ALUBLJID NHS	GERALDIN J. GABUTAN
402	APLAYA NHS	ROMMEL DAEL
403	BALIWAGAN NHS	JENNIFER Z. VALMORIA
404	BINUANGAN NHS	MAY MARYNILLE V. TUMAMAC
405	BOBONTUGAN NHS	CINDY LARRA T. TARROSA
406	MACOPA IS	ANALYN BALUYOS
408	CONSUELO NHS	MA. LOUZEL RATILLA
409	DAMPIAS NHS	BEVERLY M. TAGARDA
410	DAMPIL NHS	JOANN B. EMPINADO
411	ESPERANZA NHS	ROCHELLE A. RAPAL
412	HINAPLANAN NHS	JOEMAR EDMA
413	JASAAN NHS	GRENBERGE TIMARIO
414	KALINGAGAN NHS	LIZANDRO Q. SABEJON
415	KIBAGHOT NHS	CHARLOU S. JANOLINO
416	KIBUNGSOD NHS	ROXANNE MARIE L. JAPSON
417	LOOC NHS	MARCELINA L. CAILING
418	LUGAIT NHS	SHIELA S. ALVAREZ
419	MALAGANA NHS	SHIELA MAE V. LABIAL
420	MANDAHILAG NHS	MARIFE A. MAESTRADO
421	MANTANGALE NHS	CHERRY MAE P. LAZALITA
422	MAT-I NHS (CLAVERIA)	AMELYN C. SUDARIO
423	MIS. OR. NHS	CYNDI U. MORANDANTE
424	TALISAYAN NHS	CHARISSE E. MABALE
425	PORTULIN NHS	MARCIANO S. OLACO
426	SAN JUAN NHS	RACKY A. CABASA
427	STA. ANA NHS	JULIET TAGANAS
428	STA INES NHS	ROY MARIO U. PANOGOT
429	TAGOLOAN NHS	JESAMAE A. EMLANO
430	VILLANUEVA NHS	OLIVIA G. ALAURO
432	MATANGAD NHS	CHARES MYLENE TINOY
433	MAT-I (NAAWAN) NHS	HAZEL IRENE Z. BASLOT



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434	SAN ISIDRO NHS	LYNNETTE JANE C. CARIN
435	ANDALES IS	JOHAINA A. TANGOTI
436	BULAHAN IS	REMELYN L. GALAMITON
437	CABALAWAN IS	ROXANNE MARIE L. JAPSON
438	CAUYONAN IS	MELODY MABELLE P. HEBRON
439	DAMAYUHAN NHS	
440	KABULAKAN NHS	EMMA Q. JIMENEZ
441	LIMUNDA IS	RHOMNICK TURNO
442	MAHAYAHAY IS	RAVEN EMMANUEL C. NAVAREZ
443	MINALWANG IS	REMELYN L. GALAMITON
444	ROSARIO NHS OF TAGOLOAN	CYRIL H. DALUGDUG
445	TAMA IS	CAROL JOY MAPUTI
446	TAWANTAWAN IS	CHERRY MAE M. CANEDA
447	TINAGAAN IS	JONH PAUL PALAMINE
448	TINGALAN IS	CHARLES C. CAGAANAN
450	ARTADI IS	CAROL JOY MAPUTE
451	BALAGNAN IS	ANITA LEAH P. INCOY
452	BAYUGBAYUGAN IS	JAN MARIAE M. PLENOS
453	CALAWAG IS	SUSAN P. YBAÑEZ
454	CORRALES IS	SHERYL V. OMPOC
455	DON GREGORIO P MNHS	CARMEN LLAMORO
456	G. PELAEZ IS	CARMELA M. BACONG
457	GIMANGPANG IS	
458	GUMAOD IS	JANINE CH O. CABUNOC
459	KANDIIS IS	FATIMA B. BARAACAL
460	KIBANBAN IS	MARY CINDY Z. VALMORES
461	KIMAYA IS	
462	LINABU IS	RACKY A. CABASA
463	LUBILAN IS	SUZY R. GARCIA
464	LUBLUBAN IS	VENUS D. VIDAL
465	LUKONG IS	
466	LUNA IS (Claveria)	REMELYN L. GALAMITON



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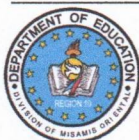
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467	LUZ BANZON IS	JEROMY CAMANIAN
468	MACOPA IS	LUDMILLA D. SALVAÑA
469	MALIBATO IS	RAVEN EMMANUEL C. NAVAREZ
470	KINOGUITAN NAHS	RESYL CUÑADO
471	INOBLAN NHS	JEELOR A. SALVAÑA
472	MALUNSAGAY IS	REMELYN L. GALAMITON
473	MAMBAYAAN IS	MA. CECILIA D. ACEDO
474	MARIBOJOC IS	REYNALYN A. GARCIA
478	MANTICAO NHS	QUEENIE LIEZL B. GUTIERREZ
479	NAAWAN NHS	AMOR CABUNOC
480	LUMBO NHS	GERALD C. TUCMO
481	RIZAL NHS	
482	BAGOCBOC NHS	CHARLES C. CAGAANAN
483	ROSARIO NHS	CRYSTEL B. ITOM
484	MAUSWAGON IS	ANNA MAE OCIO
485	NANGCAON IS	MELODY MABELLE P. HEBRON
486	NATUBO IS	FELIPE G. UBAUB
487	CASINGLOT NHS	ARMIE P. CURAY
488	AOSKAHOY NHS	RIZALITA S. QUILACIO
489	GUMABON NHS	
490	PUNTA SILUM IS	GERLYN P. SENORON
491	PATROCINIO NHS	JAYLORD F. RUPINTA
492	TAMBOBONG BALACANAS	BAVECYL T. BADILLA
493	LANTAD INTEGRATED SC	RICKY ALMONTE
494	KALACAPAN NHS	MARICHI PIIT
495	KIDAMPAS INTEG SCHOOL	MICHILLE C. CABUTAD
496	ALIPUATON INT SCHOOL	JOHN PAUL L PALAMINE
497	SAMPATULOG IS	JOVITORIO G. CAMPECINO, JR.
498	CALUBO IS	QUENNIE GUMAHIN
499	QUEZON IS	CHARLEMAGNE GAMALO
500	SALAWAGA IS	RHEA MAE C QUERING
502	SAMAY IS	MARIA ISABEL E. LARA



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503	SAN MARTIN IS	JEN SALVANA
504	SIBANTANG IS	LUDMILLA D. SALVAÑA
505	SUNGAY IS	JOVITORIO G. CAMPECINO, JR.
506	TALACOGON IS	MELDALYN S. BARANGGAN
507	TAPARAK IS	JOVITORIO G. CAMPECINO, JR.
508	TUBAJON IS	ROWELL SAGARINO
509	TUOD IS	LOVELLE B. ARBIZO
510	MALANANG IS	ROXAN ALIBOYOG
476	BALINGASAG SHS	CLEMENTE M. ABAO, JR.
476	ONSTS-SHS	CHRISTINE TAHUD
476	LAGONGLONG SHS	DEVINA B. LLAGAS
476	LUGAIT SHS	JENNIFER C. ARIASA
476	TAGOLOAN SHS	JAPHET PAUL S. LISING
476	INITAO NCHS - SHS	MARIA RIZZA V. OCLARIT
476	BALIWAGAN NHS-SHS	JENNIFER Z. VALMORIA
476	JASAAN SHS	JOAN KRIS SANTILLANA
476	PORTULIN SHS	MARCIANO S. OLACO
476	VILLANUEVA SENIOR HIGH SCHOOL	JENETH S. BUOT
476	ALUBIJID SHS	SHELLA JOY A RAMIRO
476	LAGUINDINGAN SENIOR HIGH SCHOOL	CHRISTAL MAE M. GONZALES
476	SUGBONGCOGON SHS	LEAH LOREN M. PAGARAN
476	MANTANGALE SHS	NESLY G. ORIMACO
476	SAN JUAN SHS	RACKY A. CABASA
476	ROSARIO NHS - SHS	CRYSTEL B. ITOM
476	KIBUNGSOD NH-SHS	ROXANNE MARIE L. JAPSON
476	AOSKAHOY SHS	RIZALITA S. QUILACIO
476	MAT I SHS	AMELYN C. SUDARIO
476	MALAGANA SHS	SHIELA MAE V. LABIAL
476	MAPUTI SHS	AMAYLYN M. PESCADOR
<i>ELEMENTARY</i>		
002	CLAVERIA 1	GERSYL P. AVILA
003	CLAVERIA 2	GALAMITON REMELYN



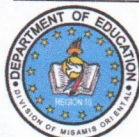
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004	KINOGITAN	RICO H. GALLO
006	SALAY	JOHN PAUL L PALAMINE
007	TAGOLOAN	JOY E. RAGANDANG
008	INITAO	ANNIE ROSE L. ARPON
009	MANTICAO	MICHAEL BENEDICT EMPERADOR/PRINCE ROSE CANEDA
010	BALINGASAG NORTH	MA. CECILA D. ACEDO
011	JASAAN	FELIPEC. UBALDE
012	LAGONGLONG	RETHEL B. ABAN
014	BALINGASAG SOUTH	JUBY MARIE B. ALMARIO
015	ALUBIJID	JOVITORIO G. CAMPECINO, JR.
017	OPOL DISTRICT	JAN MARIAE PLENOS
018	BALINGOAN	CARLOSITA P. LACBAY
019	MAGSAYSAY II	FATIMA BARAACAL
020	MAGSAYSAY I	RATILLA, MYLENE C.
021	MEDINA NORTH	WILLIAM G. GUMANIT JR.
	MEDINA SOUTH	
022	TALISAYAN	LUDMILLA D. SALVAÑA
024	NAAWAN	SUZY R. GARCIA
025	LUGAIT	MILJUDE BALA
026	GITAGUM	LILIAN EDMILAO
027	VILLANUEVA	JOHN VICTOR E. ENOVERO
028	SUGBONGCOGON	AUDREY FAYE P. AGUHAR
029	LAGUINDINGAN	AILENE G. VIENTE
030	LIBERTAD	VENUS D. VIDAL
030	LIBERTAD	CATHERINE JANOLINO
031	BINUANGAN	MARIAM B. HALUP
		FLORAMY INGOTAN
033	DIVISION OFFICE	AUBREY MARIE CRISTINE B TABOR
		MARIE KRIS YAMIS
		BAKHITA LOPLOP



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 REGION X - NORTHERN MINDANAO

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**TRAINING & DEVELOPMENT MATRIX**

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

**A. Training Information**

Title of Training or Program	<b>Special Meeting/Orientation on Computation and Preparation of the Public-School Teachers' Proportional Vacation Pay (PVP) Report School Year 2023-2024</b>
Description	A half-day meeting/orientation designed to provide and equip the field In-charge on Preparation/Processing in Districts and Secondary Schools of Proportional Vacation Pay for the School Year 2023-2024 based on the DepEd Memorandum No. 026, s. 2024
Proposed Training Date/s	June 25, 2024
No. of Training Hours	4 hours
Target Participants	150 participants

**B. Matrix  
 June 25, 2024**

Time	Activity/Topic	Person-In-Charge
7:45am	<b>Registration</b>	Via Microsoft Teams
8:00am-9:00am	<b>Preliminaries:</b>  National Anthem Opening Prayer Rollcall of Participants  Welcome Message  Statement of Purpose Training Norms and Session Topics	<b>BAKHITA G. LOPLOP</b> ADMIN STAFF AVP AVP <b>MARIE KRIS YAMIS, ADA IV</b>  <b>MARY ANN M. ALLERA</b> ASDS  <b>JANICE LOURDES S. RESURRECCION, AO V</b>



	Message of the Head of Office	<b>EDILBERTO L. OPLENARIA, EdD, CESO V</b> Schools Division Superintendent
9:00am-9:30am	<b>Introduction on the Computation of PVP for the SY 2023-2024 – Secondary/Elementary</b>	<b>AUBREY MARIE CRISTINE B. TABOR</b> PDO I <b>FLORAMY INGOTAN</b> AO II
9:30am-11:00am	<b>Discussion Proper on the New Proportional Vacation Pay Template</b>	<b>MICHEAL BENEDICT EMPERADOR, ADA I</b>
11:00pm-11:45am	<b>Open Forum / Question and Answer</b>	<b>AUBREY MARIE CRISTINE B. TABOR</b> PDO I <b>FLORAMY INGOTAN</b> AO II <b>MICHEAL BENEDICT EMPERADOR, ADA I</b>
11:45am-12:00nn	<b>Closing Program</b> Acknowledgement Closing Prayer	<b>BAKHITA G. LOPLOP, ADMIN</b> <b>MARIE KRIS YAMIS, ADA IV</b>

**C. Program Management Team**

Function	Name	Designation
Program Consultant	<i>EDILBERTO L. OPLENARIA</i> <i>MARY ANN M. ALLERA</i>	SDS ASDS
Program Management Team Leader	<i>JANICE LOURDES S. RESURRECCION</i>	AO V
Program Management Asst Leader	<i>MELANIE C. ESTENZO</i> <i>AUBREY MARIE CRISTINE B. TABOR</i> <i>MICHAEL BENEDICT EMPERADOR</i>	AO IV PDO I ADA I
QAME Associate	<i>MICHAEL BENEDICT EMPERADOR</i> <i>FLORAMY INGOTAN</i>	ADA I AO II
Technical Officer	<i>VICENTE HALLAZGO</i>	ADA I
Secretariat	<i>MARIE KRIS YAMIS</i> <i>BAKHITA LOPLOP</i>	ADA IV ADMIN STAFF

Prepared By:

**MELANIE C. ESTENZO**  
Administrative Officer IV

Reviewed By:

**IRISH KARYLLE D. MONTE, PhD**  
SEPS- HRD

Noted By:

**JANICE LOURDES S. RESURRECCION**  
Administrative Officer V

Approved:

*Edilberto L. Oplenaria*  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent