



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
KAYPIAN ROAD BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY 3023

June 13, 2023

School Memorandum

No. 040 s. 2023

To: Master Teachers
Grade Leaders
Teaching and Non-Teaching Personnel

**Revisiting DepEd Policies on Application for Leave and Public-School
Teacher's Proportional Vacation Pay**

1. This Office announces the conduct of the School Learning Action Cell (SLAC) entitled "Revisiting DepEd Policies on Application for Leave and Public-School Teacher's Proportional Vacation Pay" on June 27, 2023, 8:00 a.m-11:30 a.m. for the morning session and 1:00 p.m.- 4:30p.m. for the afternoon session at Kaypian Elementary School Music Room.
2. The activity aims to:
 - a. Discuss the different types of leave and benefits of DepEd teachers; and
 - b. Explain the computation of Public-School Teachers' Proportional Vacation Pay.
3. Participants in this activity are the teaching personnel, school head, and Administrative Officer of Kaypian Elementary School.
4. Attached herewith are the activity design and the matrix of the activity.
5. Immediate and wide dissemination of this school memorandum is desired.


DIANALYN A. PALAGANAS PhD
Principal III

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality **Ed**ucation



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





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ACTIVITY DESIGN

- I. Activity Title:** Revisiting DepEd Policies on Application for Leave and Public-School Teachers' Proportional Vacation Pay
- II. Objective:** This activity aims to:
 a. discuss the different types of leave and benefits of DepEd teachers; and
 b. explain the computation of Public-School Teachers' Proportional Vacation Pay
- III. Proposed Date and Venue:** June 27, 2023, KaypES Music Room
 AM Session-8:00am-11:30am
 PM Session-1:00pm-4:30pm
- IV. Participants:**
- | | |
|------------------------|----------|
| Teaching Personnel | 71 |
| Non-Teaching Personnel | <u>3</u> |
| Total: | 74 |
- V. Budgetary Requirement:**
- AM Snack**
 37 pax x Php 75.00Php 2,775.00
- PM Snack**
 37 pax x Php 75.00Php 2,775.00
 TOTAL..... Php 5,550.00
- VI. Source of Fund:** MOOE Fund

Prepared:


DIANALYN A. PALAGANAS PhD
 Principal III

Allotment Available:


BLESILDA G. BENJAMIN
 Administrative Officer II



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 Teacher's Proportional Vacation Pay**

MATRIX OF ACTIVITIES
 June 27, 2023

AM SESSION			PM SESSION		
TIME	ACTIVITY	PERSON/S INVOLVED	TIME	ACTIVITY	PERSON/S INVOLVED
8:00-8:15	Opening Program	TECHNICAL WORKING COMMITTEE	1:00-1:15	Opening Program	TECHNICAL WORKING COMMITTEE
8:15-9:15	Types of Leave and Benefits of DepEd Teachers	MARIEFE I, BALTAZAR Master Teacher I	1:15-2:15	Types of Leave and Benefits of DepEd Teachers	MARIEFE I, BALTAZAR Master Teacher I
9:15-11:15	Computation of Public-School Teachers' Proportional Vacation Pay	BLESILDA G. BENJAMIN Administrative Officer II	2:15-3:15	Computation of Public-School Teachers' Proportional Vacation Pay	BLESILDA G. BENJAMIN Administrative Officer II
11:15-11:30	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal III	3:15-4:30	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal III

Prepared:

JANE B. ANTONIO
 SLAC Chairperson

Noted:

DIANALYN A. PALAGANAS PhD
 Principal III



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TECHNICAL WORKING GROUP

June 27, 2023

JANE B. ANTONIO
SLAC Chairperson


Members

FARRAH FE M. OSIA
EVERLITA D. NUMPIGWID
MELINDA A. LORENZO
EDEN P. CARUNGAY
RICHELLE N. MAGALLANES
LEDI STEPHANIE M. SAMPANA
KRISHTIN P. JUNIO
CATHERINE B. SARMIENTO
CATHERINE B. FRIAS

Resource Speakers/Facilitator

MARIEFE I. BALTAZAR, Master Teacher I
BLESILDA G. BENJAMIN, Administrative Officer II

Approved:


DIANALYN A. PALAGANAS PhD
Principal III



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