



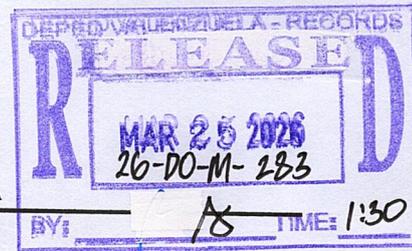
DepEd ICT Unit

Web Posted by: W
Control no.: 26PUB358

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA

Office of the Schools Division Superintendent



DIVISION MEMORANDUM

No. 0278 s. 2025

STANDARDIZED USE OF DOT MATRIX PRINTERS IN THE PREPARATION OF PROPORTIONAL VACATION PAY (PVP) REPORTS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This office observed that some employees' salaries were inadvertently deducted due to incorrect alignment in the Proportional Vacation Pay (PVP) Report submitted to the NCR - Regional Payroll Services Unit, caused by the continued use of typewriters.
2. In line with this, all schools are strongly encouraged to use the Dot matrix printers when preparing and submitting Proportional Vacation Pay reports.
3. Schools without printers are advised to procure their own dot matrix printers. Meanwhile, schools who already have printers are encouraged to extend assistance to neighboring schools that do not have one. Additionally, the SDO Valenzuela Payroll unit can also provide scheduled support to schools lacking printers.
4. Immediate dissemination of this Memorandum is desired.

NOEL D. BACANO
Schools Division Superintendent

Encl.: None
References: None
To be indicated in the Perpetual Index
Under the following subjects:

PAYROLL SALARIES AND BENEFITS

MSF/DM - STANDARDIZED USE OF DOT MATRIX PRINTERS IN THE PREPARATION OF PROPORTIONAL VACATION PAY (PVP) REPORTS
March 24, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>

