



Republic of the Philippines
Department of Education
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

TO : Public Schools District Supervisors
All Elementary School Heads
All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF SUMMARIZED REPORT ON ABSENCES
FOR PVP COMPUTATION, SY 2017-2018

Date : June 5, 2018

Please submit to this Office on or before June 18, 2018, **ATTENTION: Mrs. Christine T. Coronado, Administrative Officer IV - HRMO**, the summarized report on absences of teaching personnel for PVP computation, SY 2017-2018, using the attached form.

School heads are requested to verify the completeness and correctness of the report submitted and shall be held accountable for whatever discrepancies that may be found during the processing of the report.

For strict and immediate compliance.

UM-2325.2018

Republic of the Philippines
Department of Education
Region IV - A CALABARZON
Division of Antipolo City
(DISTRICT)
(SCHOOL)

SUMMARIZED REPORT ON ABSENCES FOR PVP COMPUTATION, SY 2017-2018

Employee No.	Name of Employee	Position	Basic Salary	Date of Original Appointment	Total No. of Absences w/o Pay during SY 2017-2018

Prepared By:

Certified Correct By:

Personnel In-charge

Principal