



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

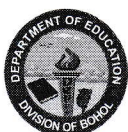
December 20, 2022

**DIVISION MEMORANDUM**  
No. 0814 s. 2022

**GRANT OF SERVICE RECOGNITION INCENTIVE FOR FISCAL YEAR 2022**

To: Assistant Schools Division Superintendents  
Chief - CID  
Chief - SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Principals/Heads  
Administrative Officers II  
District Bookkeepers  
All Others Concerned

1. Administrative Order (AO) No. 1 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform rate not exceeding Twenty Thousand Pesos (PhP20,000.00) for each qualified employee of the national government.
2. Pursuant to the issued memorandum by the DepEd Secretary dated December 19, 2022, as herein attached (**Annex A**), DepEd shall provide a rate of Fifteen Thousand Pesos (PhP15,000.00) SRI per eligible employee. The fund shall be processed and released not earlier than December 20, 2022, but not later than January 6, 2023. The said incentive shall be paid through cash to the qualified DepEd Officials and employees, and not thru the usual crediting to their respective ATM Payroll Accounts.
3. The Division Office hereby announces downloading of SRI to the respective school's checking accounts, to the Disbursing Officers of the IU Schools, and to the Cashier for the Division Office personnel.
4. In view hereof, in order to facilitate the release of SRI, all district bookkeepers are directed to prepare the list of qualified employees per school following the prescribed format (**Annex B**). The District Administrative Officer II shall verify and validate the list prepared by the District Bookkeepers before the such list is submitted to this Office.
5. The grant of SRI shall be subject to the conditions stated in Section 2 of the Administrative Order No. 1 (**Annex C**) as follows:
  - a. The civilian personnel are occupying regular, contractual, or casual positions;



- b. The personnel are still in government service as of 30 November 2022;
- c. The personnel have rendered at least a total or aggregate of four (4) months of satisfactory service as of 30 November 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- d. Those who have rendered less than a total or an aggregate of Four (4) months of satisfactory service as of 30 November 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentive
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

and;

- e. The employees have not received any additional year-end benefit in FY 2022 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.
6. Excel file and the signed hard copy of the report shall be submitted to the respective email address of the Division Office personnel in charge on or before **December 22, 2022. (See Annex D)**
  7. The submitted list of qualified employees for the release of SRI shall be processed by this Office after validation process. An aggregated amount corresponding to the number of personnel will be downloaded to the School's Bank Account in a form of Cash Advance. The District Bookkeepers and Administrative officers will then coordinate with the School Principals/Heads for the validated list of qualified employees from this Office as reference for the release of SRI.
  8. The Accountable Officers will prepare payroll from the validated list of qualified employees (to be emailed to District AOII and Bookkeepers) and issue cheque named to the Accountable Officer himself/herself and will encash the cheque. He/she will then schedule the release of the SRI to the eligible employee through cash, not later than January 6, 2023. The Accountable Officers are encouraged to strategize on their payout plans and ensure that the full amount shall be received by the DepEd officials and employees subject to existing budgeting, accounting, and auditing regulations.
  9. The liquidation, together with the supporting documents, shall be submitted to the District Bookkeepers and to be monitored by the District Administrative Officer II, to the Accounting Unit, not later than January 10, 2023.
  10. Please be reminded that SRI is subject to tax and the Division Office will withhold taxes from that personnel whose other benefits exceeded Ninety Thousand Pesos (PhP90,000.00).
  11. Attached is the payroll for reference purposes. **(ANNEX E)**
  12. Immediate and wide dissemination of this memorandum is hereby directed.

**BIANITO A. DAGATAN EdD CESO V**  
 Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE SECRETARY

**MEMORANDUM**

**TO :** UNDERSECRETARIES  
 ASSISTANT SECRETARIES  
 BUREAU, SERVICE AND REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED

**SUBJECT :** ADVISORY ON THE GRANT OF FY 2022 SERVICE RECOGNITION INCENTIVE (SRI)

**DATE :** DECEMBER 19, 2022

Administrative Order (AO) No. 1 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform rate not exceeding Twenty Thousand Pesos (PhP20,000.00) for each of qualified employees of the national government.

The funding requirement for the purpose will be sourced from available FY 2022 released allotments for Personnel Services and may be augmented by available FY 2022 allotment for Maintenance and Other Operating Expenses<sup>1</sup>, subject to rules on modification of allotment.

DepEd shall provide a rate of Fifteen Thousand Pesos (PhP15,000.00) SRI per eligible employee. Finance Undersecretary Annalyn M. Sevilla has been instructed to process and release the SRI not earlier than December 20, 2022<sup>2</sup> but not later than January 6, 2023.

Once the funds for the purpose have been modified and made available by the Department of Budget and Management, the said incentive shall be paid through cash to the qualified DepEd officials and employees, and not thru the usual crediting to their respective ATM payroll accounts.

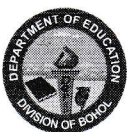
In this regard, the disbursements should be made through Cash Advance (CA). For the teachers and other school personnel, the CAs can be drawn by the DepEd Schools Division Office (SDO)/Implementing Unit (IU) cashier/dischursing officer. Hence, concerned Officials/School Heads are encouraged to strategize and start working on their pay out plans in order to avoid the building up of long lines/ queuing in their respective areas and to ensure that full amount of the incentive will be received by DepEd officials and employees, subject to existing budgeting, accounting and auditing regulations.

For strict compliance.

*Sara Zimmerman Duterte*  
**SARA Z. DUTERTE**  
 Vice President of the Republic of the Philippines  
 Secretary of the Department of Education

Digitally signed  
 by Duterte Sara  
 Zimmerman  
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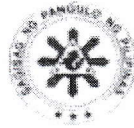
<sup>1</sup> AO 2022-01, Sec. 4  
<sup>2</sup> AO 2022-01, Sec. 9



# ANNEX B

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
CD	District	Account Name	Account Number	Accountable Officer / Disbursing officer (IUS)	Total No. of Employees	No.	Employee Number	Last Name	Employee	Employee	SG	Step	Date Hired	REGCODE	DIVCODE	STACODE	
									First Name	Middle Name							
3	Alicia	Alicia Amex	00-00-15700-10	Juan Deza Cruz	5	1		AMONIO	EPEFANIA	BUTLIG	13	3		07	008	001	
						2		BUYAGUIT	MARIA TERESA	CACAYAN	13	7		07	008	001	
						3		TAMASE	PRISCA	CURAY	13	8		07	008	001	
						4		GALON	MARIA	CUPAL	13	5		07	008	001	
						5		DE LOS REYES	INELDA	DELOSO	13	6		07	008	001	
3	Alicia	Alicia CCS	00-00-15700-10	José Ibarra	3	1		AMOLAT	RONIE	BUTLIG	13	3		07	008	001	
						2		DALING	FE	CACAYAN	13	7		07	008	001	
						3		TAN	ERICA	CURAY	13	8		07	008	001	
											13	5		07	008	001	
											13	6		07	008	001	
3	Alicia	Unaga ES	00-00-15700-10	Petro Deza Cruz	5	1		ADARVA	ELEN	BUTLIG	13	3		07	008	001	
						2		CRUZ	SHERYL	BUTLIG	13	7		07	008	001	
						3		DANILES	AILEEN	CACAYAN	13	8		07	008	001	
						4		REYES	GLADYS	DELOSO	13	5		07	008	001	
						5		SANTOS	CHERRY	CUPAL	13	6		07	008	001	
<p>22. <b>NOTE:</b> State <b>NEWLY HIRED</b> in employee number column for <b>DO Paid personnel</b></p> <p>23.</p> <p>24.</p> <p>25. Prepared By _____</p> <p>26. _____ Name of Bookkeeper (Signature Over Printed Name)</p> <p>27.</p> <p>28.</p> <p>29. Noted By _____</p> <p>30. _____ Name of AOIF (Signature Over Printed Name)</p> <p>31.</p> <p>32.</p> <p>33.</p> <p>34. _____ Name of PSDS (Signature Over Printed Name)</p>																	





MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 01

**AUTHORIZING THE GRANT OF SERVICE RECOGNITION INCENTIVE TO  
GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2022**

**WHEREAS**, Section (4)(h) of Congressional Joint Resolution (JR) No. 4 (s. 2009) authorizes the grant of (i) incentives to reward an employee's loyalty to government service and contributions to the agency's continuing viable existence; (ii) incentives as rewards for exceeding agency financial and operational performance targets to motivate employee efforts toward higher productivity; and (iii) other existing benefits to be categorized by the Department of Budget and Management (DBM) as incentives;

**WHEREAS**, Section (17)(iv) of JR No. 4 provides that the President, upon the recommendation of the DBM, is authorized to update the Compensation and Position Classification System for civilian personnel and the Base Pay Schedule for military and uniformed personnel, as well as policies on and levels of allowances, benefits, and incentives applicable to all government personnel;

**WHEREAS**, Administrative Order (AO) Nos. 19 (s. 2019), 37 (s. 2020), and 45 (s. 2021) authorized the grant of Service Recognition Incentive to government employees for Fiscal Years (FYs) 2019, 2020 and 2021, respectively, in recognition of the hardwork, commitment, and dedication to public service of government personnel; and

**WHEREAS**, the Administration recognizes all government employees for their collective and invaluable contribution to the government's continuing efforts to ensure responsive delivery of services to the public, especially in the midst of the continuing public health emergency due to the COVID-19 pandemic and other socio-economic challenges;

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

**Section 1. Service Recognition Incentive for Employees in the Executive Department.** This Order authorizes the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00) for each of the following personnel in the Executive Department:

- a. Civilian personnel in national government agencies (NGAs), including those in state universities and colleges (SUCs) and government-owned or -controlled corporations (GOCCs), occupying regular, contractual or casual positions; and

THE PRESIDENT OF THE PHILIPPINES



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- b. Military personnel of the Armed Forces of the Philippines under the Department of National Defense, and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, the Bureau of Corrections under the Department of Justice, the Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources.

**Section 2. Conditions on the Grant of the SRI.** The grant of the SRI shall be subject to the following conditions:

- a. The civilian personnel are occupying regular, contractual or casual positions;
- b. The personnel are still in government service as of 30 November 2022;
- c. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentive
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10 %

and;

- e. The employees have not received any additional year-end benefit in FY 2022 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

**Section 3. Exclusion from the Grant of the SRI.** Those engaged without employer-employee relationship and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI, such as:

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;
- c. Student workers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job



orders, contracts of service or others similarly situated.

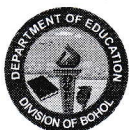
**Section 4. Funding Source of the SRI for Employees in the Executive Department.** The funding source for the grant of the SRI to employees in the Executive Department shall be governed by the following:

- a. For NGAs, including SUCs, and military and uniformed personnel, the amount required shall be charged against the available released Personnel Services (PS) allotments of the respective agencies under RA No. 11639 or the "FY 2022 General Appropriations Act (GAA)";
- b. In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotment of the concerned government agency, subject to the rules on modification in allotments under Section 78 of the General Provisions of the FY 2022 GAA, and other pertinent budgeting, accounting and auditing rules and regulations;
- c. For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2022 only; and
- d. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the NGA or GOCC.

**Section 5. SRI for Employees in the Legislative and Judicial Departments and Other Offices Vested with Fiscal Autonomy.** Employees of the Senate, House of Representatives, Judiciary, Office of the Ombudsman and Constitutional Offices vested with fiscal autonomy may likewise be granted a one-time SRI by their respective heads of office at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00) each, chargeable against the available released allotment of their respective agencies, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned office.

**Section 6. SRI for Employees in Local Government Units (LGUs).**

- a. The grant of the one-time SRI to employees in LGUs, including those in the *barangays*, shall be determined by their respective *sanggunians* depending on the LGU's financial capability, subject to the PS limitation in LGU budgets under RA No. 7160 or the "Local Government Code of 1991," and the conditions set forth in Section 2 hereof, at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00), chargeable against their respective FY 2022 local government funds. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU; and
- b. In determining the amount of the SRI, the *sanggunians* shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, prejudice the delivery of services to the public.



The corresponding supplemental budget for the purpose shall be enacted by the local *sanggunian* concerned within FY 2022.

**Section 7. SRI for Employees in Local Water Districts (LWDs).** LWDs may also grant the SRI to their employees at a uniform rate to be determined by their Boards of Directors (BOD), which shall not exceed Twenty Thousand Pesos (P20,000.00) each, chargeable only against their respective BOD-approved FY 2022 COBs, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LWD.

**Section 8. SRI for Employees in Agencies Exempted from the Coverage of RA No. 6758, as amended.** NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, may also grant the SRI to their employees at a uniform rate to be determined by their agency heads or governing boards, which shall not exceed Twenty Thousand Pesos (P20,000.00) each, chargeable against the NGA's available funds and the GOCC's FY 2022 COB, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned agency.

**Section 9. Payment Date.** The payment of the SRI to all qualified government employees shall not be earlier than 20 December 2022.

**Section 10. Supplemental Guidelines.** As may be necessary, the DBM shall issue supplemental guidelines to effectively implement this Order.

**Section 11. Separability.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.



**Section 12. Repeal.** All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

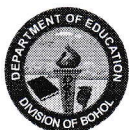
**Section 13. Effectivity.** This Order shall take effect immediately.

DONE, in the City of Manila, this 16th day of December, in the year of our Lord, Two Thousand and Twenty-Two.

By the President:

  
LUCAS P. BERSAMIN  
Executive Secretary

  
Office of the President  
MALACAÑANG RECORDS OFFICE  
**CERTIFIED COPY**  
  
ATTY. CONCEPCION ZENT E. FERROLERO-SUAD  
DIRECTOR IV  
11/16/22





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CD3

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ANDA		
BATUAN		
BILAR		

ANNEX D

CANDIJAY	Sagayno, Gerry	<a href="mailto:gerry.sagayno01@deped.gov.ph">gerry.sagayno01@deped.gov.ph</a>
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Carmen 2		
Carmen 3	Lacia, Marlon	<a href="mailto:marlon.lacia001@deped.gov.ph">marlon.lacia001@deped.gov.ph</a>
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JAGNA		
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