



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

Office of the Schools Division
Superintendent

February 20, 2023

DIVISION MEMORANDUM

No. 0091 s. 2023

ADDENDUM TO DM NO. 0824 S. 2022 ON THE PROCEDURES ON THE GRANT OF
GRATUITY PAY

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Finance Personnel
Others Concerned

1. To fast-track the release of Gratuity Pay and lessen the burden of claiming the workers' individual check, the funds shall be released to the respective checking accounts of the schools.
2. The Division Office Payroll in-charge shall prepare a google sheet file (see link: <https://docs.google.com/spreadsheets/d/1GzMRqBllu8WPxJ7ip4TkKTVgrK8aZw9L/edit#gid=209698323>) as a reference for the amount to be downloaded to the respective school's checking account that will be released to the eligible COS/JO workers based on the gratuity pay requirements received last January 5, 2023.
3. The accountable officers shall issue cheques in the name of the COS/JO workers.
4. The liquidation, attached with the contract of service of the COS/JO worker as a supporting document, shall be submitted to the District Bookkeepers and to be monitored by the District Administrative Officer II, to the accounting unit, not later than thirty (30) days after the download of the funds.
5. Immediate and wide dissemination of this memorandum is hereby directed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 



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BOHOL