



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

December 19, 2023

DIVISION MEMORANDUM
No. 0552, s. 2023

GRANT OF SERVICE RECOGNITION INCENTIVE FOR FISCAL YEAR 2023

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. 12 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2023 at a uniform rate not exceeding Twenty Thousand Pesos (PhP20,000.00) for each qualified employee of the national government. (**Annex A**)
2. Pursuant to the DepEd issued memorandum dated December 15, 2023, as herein attached (**Annex B**), DepEd shall distribute to qualified employees a **uniform amount of Eighteen Thousand Pesos (PhP18,000.00)**. SDOs and other Implementing Units shall begin the processing of payments on **December 18, 2023 (Monday)** and the distribution shall commence on **December 19, 2023 (Tuesday)**.
3. The default mode of distribution shall be **IN CASH ONLY**, except for those teachers in far-flung areas, and **ONLY UPON THEIR WRITTEN REQUEST** will their SRIs be released via **INDIVIDUAL CHECK** instead of release thru their ATMs to avoid further delay in the SRI release. Being a **Large Division**, the process of separating teachers processes for ATM release will entail longer time that can affect and hamper the release of others whose releases are through cash.
4. The Division Office hereby announces downloading of SRI to the respective school's checking accounts, to the Disbursing Officers of the IU Schools, and the Cashier for the Division Office personnel.
5. In view hereof, to facilitate the release of SRI, all School Heads are directed to prepare the List of Qualified Employees per school following the prescribed format (**Annex C**) to be consolidated by the District Bookkeepers. The District Administrative Officer II shall verify and validate the list prepared by the District Bookkeepers before such list



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is submitted to this Office. Validation of data in districts/schools without AOII shall be done by the Bookkeepers assigned.

6. The grant of SRI shall be subject to the conditions stated in Section 2 of the Administrative Order No. 12 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 2023; *(resigned, separated, and retired personnel on November 29 and below are not eligible for the SRI)*
 - c. The personnel have rendered at least a total or aggregate of four (4) months of satisfactory service as of 30 November 2023, 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 2023 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 2023 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.
7. An Excel file (soft copy) of the consolidated report (**See Annex D**) and a scanned copy of the signed report shall be submitted to the respective email address of the Division Office personnel in charge (**See Annex E**) on or before **December 20, 2023**.
 8. The submitted list shall be processed by this Office after validation. An aggregated amount corresponding to the number of personnel will be downloaded to the School's Bank Account in the form of a Cash Advance. A payroll shall be sent to the District Bookkeepers/ AO II from the assigned SDO personnel which will be printed to support the check issuance.
 9. The Accountable Officers will issue a cheque payable 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. A separate cheque will be issued individually payable to those teachers in far-flung areas with written requests. The Accountable Officers are encouraged to strategize on their release and 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.





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Schools Division of Bohol

10. 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, 2024.
11. Please be reminded that SRI is subject to tax and the Division Office will withhold taxes from personnel whose other benefits exceed Ninety Thousand Pesos (Php90,000.00).
12. Immediate and wide dissemination of this memorandum is hereby directed.


EVANGEL M. LUMINARIAS Ph.D., CESO V
Schools Division Superintendent 

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 12

**AUTHORIZING THE GRANT OF SERVICE RECOGNITION INCENTIVE
TO GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2023**

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 their contributions to the agency's continuing viable existence; (ii) incentives as reward 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 authorizes the President, upon the recommendation of the DBM, to update the Compensation and Position Classification System for civilian personnel, Base Pay Schedule for military and uniformed personnel, and 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), 45 (s. 2021), and 1 (s. 2022) authorized the grant of Service Recognition Incentive to government employees for Fiscal Years (FYs) 2019, 2020, 2021, and 2022, respectively, in recognition of the hard work, 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 in pursuing the objectives, commitments, targets and deliverables under the Philippine Development Plan 2023-2028 and the President's 8-Point Socioeconomic Agenda;

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 branch:

THE PRESIDENT OF THE PHILIPPINES

- 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
- 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 2023;
- c. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2023, 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 2023 shall be entitled to a pro-rated SRI, as follows:

LENGTH OF SERVICE	PERCENTAGE OF 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 2023 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 branch 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 PS allotments of the respective agencies under RA No. 11936 or the "General Appropriations Act (GAA) for FY 2023."

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 80 of the General Provisions of RA No. 11936, and other pertinent budgeting, accounting and auditing rules and regulations;

- b. For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2023 only; and
- c. Should the identified funding sources be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the NGA, SUC 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 (₱20,000.00) each, chargeable against the available PS allotment of their respective agencies, subject to the conditions set forth in Section 2 hereof.

Should the identified funding source be 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). 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 (₱20,000.00), chargeable against their respective FY 2023 local government funds. Should the identified funding source

be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU.

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 amount required shall be chargeable against the available FY 2023 appropriations or surplus, upon the enactment by the local *sanggunian* of the corresponding supplemental budget (SB) for the purpose. In case the LGU fails to enact an SB within FY 2023, the LGU concerned may enact an SB for FY 2024, provided that the: (i) SB shall be charged against the LGU's reverted and unused surplus for prior years, subject to compliance with pertinent provisions of RA No. 7160, and other existing laws, rules and regulations; (ii) prior year's surplus is backed by cash; and (iii) annual budget for FY 2024 is already approved.

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 (₱20,000.00) each, chargeable only against their respective BOD-approved FY 2023 COBs, subject to the conditions set forth in Section 2 hereof.

Should the identified funding source be 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 (₱20,000.00) each, chargeable against the NGA's available funds and the GOCC's FY 2023 COB, subject to the conditions set forth in Section 2 hereof.

Should the identified funding source be 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 15 December 2023.

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 7th day of December, in the year of our Lord, Two Thousand and Twenty-Three.

By the President:

Law
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Lucas P. Bersamin
LUCAS P. BERSAMIN
Executive Secretary

Office of the President
MALACAÑANG RECORDS OFFICE
CERTIFIED COPY
ATTY. DUSTIN G. GARVIDA
9-12-23 ACTING DIRECTOR IV *Dustin G. Garvida*




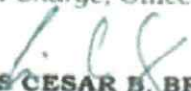


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

FOR : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHER IMPLEMENTING UNITS (IUs)

FROM : 
Atty. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance


FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations
Officer-in-Charge, Office of the Undersecretary for Operations

SUBJECT : **Guidance on the Releasing of Service Recognition Incentives (SRIs)**

DATE : December 15, 2023

In compliance with Administrative Order No. 12, s. 2023 or the *Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023* as promulgated by the Office of the President of the Philippines, all Regional and Schools Division Offices are hereby directed to observe the following guidelines for the releasing of the cash incentive:

1. The Service Recognition Incentive to be distributed to qualified DepEd employees **shall be a uniform amount of eighteen thousand pesos (PHP 18,000.00).**
2. Schools Division Offices and other Implementing Units **shall begin the processing of payments on December 18, 2023 (Monday),** and the distribution of the SRIs **shall commence on December 19, 2023 (Tuesday).**
3. The default mode of distribution of the SRIs **shall be in cash only.**
4. Exception on the cash-only mode of distribution **shall only be afforded for teachers in far-flung areas and only upon their written request.** The SRIs of the concerned teachers may be distributed via their payroll ATMs.

All offices concerned with the processing and releasing the SRI **are expected to expedite the payment subject to usual budget, accounting, and auditing rules.**

For guidance and compliance.



"ANNEX C"

"SAMPLE - PER SCHOOL"

- to be submitted to and filed by the district

CD	District	Account Name	Account Number	Accountable Officer / Disbursing officer (IUS)	Total No. of Employees	No.	Employee			SG	Step	Date Hired (mm/dd/yyyy)	PAYROLL (REGIONAL PAID/DO PAID)	STACODE	SRI%
							Employee Number/PROB /NEWLY HIRED	Last Name	First Name						
1	Antequera	Angilan ES	00-0-15568-780-4	Francisco L. Tanquilan	7	1	4702890	TANQUILAN	FRANCISCO	LACEA	19	4	20/08/1987	95	100%
						2	4708733	GEMENTIZA	EUTEMIA	YANA	19	1	19/01/1994	4	100%
						3	4715379	LUZON	REGINA	COQUILLA	13	6	3/7/1998	4	100%
						4	4132816	GUMILA	TEODORA	TARAY	13	6	11/7/2001	4	100%
						5	4690317	TORREGOSA	ROSELYN	LASACA	11	4	31/01/2013	4	100%
						6	4363390	PAJAO	MARILYN	CALBARIO	13	3	21/08/2008	4	100%
						7	4200795	NERI	CHRISTIANNE	PAÑA	18	2	6/6/2005	004	100%

PREPARED & CERTIFIED CORRECT BY:

Signature Over Printed Name (School Head)

7																	
8	1	Antequera	CANLAAS HIGH SCHOOL	00-0-15455-780-5	MARIA CLEOFE FAMILAR	4	1	4753867	CORESIS	FORTUNATO	ARELLITA	12	2	1/13/2014		602	100%
9							2	6086594	MADAJE	JASMIN	ALMOSURA	13	1	2/4/2019		602	100%
0							3	4534141	PAÑA	JULIUS		12	2	7/23/2009		602	100%
1							4	6097480	RUIZOL	GLOVER		12	1	5/29/2018		602	100%
2																	
3	1	Antequera	TUPAS HIGH SCHOOL	00-0-15587-780-9	JANE MARY GRACE R. OC	7	1	6096539	BALUYA	JAKE	NAPITAN	11	1	3/23/2022		593	100%
4							2	6097471	BUOT	MARGIE RETH	ALMONTE	11	1	8/22/2022		592	40%
5							3	4794661	LODRIPAS	JESSELYN	RAMADA	11	3	6/23/2014		555	100%
6							4	6068749	MALOTO	MARIA FE	TARAY	13	1	8/11/2015		589	100%
7							5	6094976	MONCANO	JOANA MARY	VALLESER	11	1	6/16/2021		559	100%
8							6	4592224	OCON	JANE MARY GRACE	REMEDIO	18	1	9/19/2011		555	100%
9							7	4795293	TONGCO	FLOREANE	PILONGO	13	1	8/29/2014		555	100%
0																	
1																	
2																	
							172										

Consolidated By

Certified True and Correct/ Validated By:

Signature Over Printed Name (District Bookkeeper)

Signature Over Printed Name (District Administrative Officer II)

Noted By

Signature Over Printed Name (PSDS)

SAMPLE CONOLIDATED REPORT

"ANNEX D"

"ANNEX E"

CD1	Name of Incharge	Email Address
1 ALBUR	Mary Grace D. Ocio	marygrace.ocio@deped.gov.ph
2 ANTEQUERA		
3 BACLAYON		
4 BALILIHAN	Anding, Ritche	ritchie.anding@deped.gov.ph
5 CALAPE		
6 CATIGBIAN		
7 CORELLA	Aparicio, Arlene	arlene.aparicio@deped.gov.ph
8 CORTES		
9 DAUIS		
10 LOON NORTH	Bacareza, Ivy jane	ivyjane.bacareza@deped.gov.ph
11 LOON SOUTH		
12 MARIBOJOC		
13 PANGLAO	Diane Cicely Jeminez	dianecicely.jeminez@deped.gov.ph
14 SIKATUNA	Bolasco, Simon Jr.	simon.bolasco@deped.gov.ph
15 TUBIGON EAST ELEM		
TUBIGON EAST HS		
15 TUBIGON WEST ELEM		
16 TUBIGON WEST HS		

CD 1 -SUBTOTAL

CD2

17 BIEN UNIDO	Bolotaolo, Michelle Nee	michellenee.bolotaulo@deped.gov.ph
18 BUENAVISTA I		
19 BUENAVISTA II		
20 CLARIN	Karen C. Soliva	karen.soliva@deped.gov.ph
21 DAGOHOY		
22 DANA O		
23 GETAFE I	Colosc os, Hasmin	hasmin.colosc os@deped.gov.ph
24 GETAFE II		
25 INABANGA NORTH		
26 INABANGA SOUTH	Diane Cicely Jeminez	dianecicely.jeminez@deped.gov.ph
27 PRES CPG	May Bastes	may.bastes@deped.gov.ph
28 SAGBAYAN		
29 SAN ISIDRO		
30 SAN MIGUEL	Tumampos, Glenda	glenda.tumampos001@deped.gov.ph
31 TALIBON I		
32 TALIBON II		
33 TRINIDAD I	Saturinas, Florly	florly.saturinas@deped.gov.ph
34 TRINIDAD II		
35 UBAY I		
36 UBAY II	Julcy Delmae Atup	julcydelmae.atup@deped.gov.ph
37 UBAY III		

CD 2-SUBTOTAL

CD3

38	ALICIA		
39	ANDA	Julcy Delmae Atup	julcydelmae.atup@deped.gov.ph
40	BATUAN		
41	BILAR		
42	CANDIJAY	Sagayno, Gerry	gerry.sagayno01@deped.gov.ph
43	Carmen 1		
44	Carmen 2		
45	Carmen 3	Marie Estela T. Buga	marieestela.buga@deped.gov.ph
46	DIMIAO		
47	DUERO		
48	Garcia Hernandez	Lungay, Fritzie	mafritzie.lungay@deped.gov.ph
49	GUINDULMAN		
50	JAGNA		
51	LILA	Jasmin C. Estose	jasmin.estose@deped.gov.ph
52	LOAY		
53	LOBOC		
54	MABINI	Mayfleur U. Cirujales	mayfleur.cirujales@deped.gov.ph
55	PILAR		
56	SEVILLA		
57	SIERRA BULLONES		
58	VALENCIA	Eugene Flores	eugene.flores001@deped.gov.ph
CD 3-SUBTOTAL			
59	IUS		
60	DIVISION	Felipe Platino Jr.	felipejr.platino@deped.gov.ph