



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 26, 2020

REGIONAL MEMORANDUM

No. **551**, 2020

SUBMISSION OF LIST OF NAMES NOT ENTITLED TO YEAR END BONUS 2020

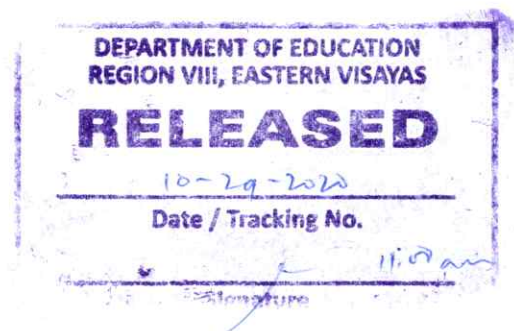
To: Schools Division Superintendents
Division HRMOs
All Others Concerned

1. To avoid possible paying back as a result of the inclusion and exclusion of some employees in the payroll as of October 2020, this Office is requesting submission of the list of those who are not entitled to payment of Year-End Bonus 2020 using the attached template to payroll.region8@deped.gov.ph on or before on or before **November 6, 2020**
2. For immediate compliance.

RAMIR B. UYTICO EdD, CESO IV
Director IV

Enclosure: Template
Reference: DBM Circular No. 4, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

ENTITLEMENT
YEAR-END BONUS



AD-PS-EDR



Republic of the Philippines
Department of Education

REGIONAL OFFICE VIII - EASTERN VISAYAS

DIVISION OF _____

LIST OF EMPLOYEES NOT ENTITLED TO YEAR-END BONUS 2020

NO.	DIVISION CODE	STATION CODE	EMPLOYEE NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME	CAUSE (Newly Hired, Retired, Resigned, etc.)	EFFECTIVITY DATE OF APPOINTMENT/RETIREMENT/SEPARAT ION FROM THE SERVICE

Prepared by: _____

Approved: _____

HRMO _____

Schools Division Superintendent _____