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

October 25, 2022

**REGIONAL MEMORANDUM**

No. **1207**, s. 2022

**SUBMISSION OF LIST OF EMPLOYEES NOT ENTITLED TO  
YEAR-END BONUS AND CASH GIFT 2022**

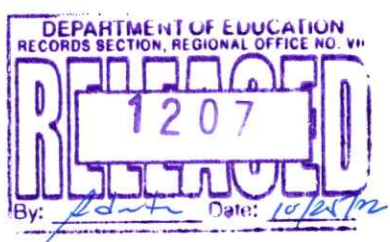
To: Schools Division Superintendents  
All Others Concerned

- To avoid refund/overpayment due to the inclusion and exclusion of some employees in the October 2022 payroll, all SDOs shall submit a list of employees who are not entitled to the grant of Year-End Bonus and Cash Gift 2022 per DBM Circular No. 4, s. 2016 as reference using the attached template to **payroll.region8@deped.gov.ph** on or before **November 4, 2022**.
- For immediate compliance.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

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

CASH GIFT  
 ENTITLEMENT  
 YEAR-END BONUS



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Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2022

Republic of the Philippines

Department of Education

REGIONAL OFFICE VIII - EASTERN VISAYAS

DIVISION OF \_\_\_\_\_

**LIST OF EMPLOYEES NOT ENTITLED TO YEAR-END BONUS AND CASH GIFT 2022**

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

Prepared by:

Approved:

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HRMO

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Schools Division Superintendent