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

January 6, 2023

REGIONAL MEMORANDUM

No. **011**, s. 2023

**CONDUCT OF PAYOUT OF THE FISCAL YEAR 2022  
SERVICE RECOGNITION INCENTIVE  
AND GRATUITY PAY**

To: Schools Division Superintendents  
All Others Concerned

- Attached is a Memorandum dated December 27, 2022, entitled "**Advisory on the Conduct of Payout of the Fiscal Year 2022 Service Recognition Incentive and Gratuity Pay**", for information and compliance of all concerned.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

INCENTIVES  
SERVICE RECOGNITION INCENTIVE  
GRATUITY PAY



FD-GJF





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

OFFICE OF THE DIRECTOR IN CHARGE  
 Date and Time Received: 15 JAN 2023 9:32  
 Date and Time Released: 15 JAN 2023

DEPARTMENT OF EDUCATION  
 RECEIVED  
 DEPARTMENT OF REGIONAL OFFICES  
 DEC 27 2022 10:25  
 BY: [Signature] TIME: 1:23pm

**MEMORANDUM**

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

**SUBJECT :** ADVISORY ON THE CONDUCT OF PAYOUT OF THE FISCAL YEAR 2022 SERVICE RECOGNITION INCENTIVE AND GRATUITY PAY

**DATE :** DECEMBER 27, 2022

Pursuant to Administrative Order (AO) No. 01 in relation to the Department of Education (DepEd) Memorandum dated December 19, 2022, DepEd shall provide a one-time Service Recognition Incentive (SRI) for the Fiscal Year (FY) 2022 at a rate of Fifteen Thousand Pesos (P15,0000.00) per eligible employee. Such SRI will be paid through cash to the qualified DepEd officials and employees from December 20, 2022 until January 6, 2023.

Meanwhile, for the qualified contract of service workers engaged by DepEd, AO No. 03 authorized the grant of a one-time Gratuity Pay not exceeding Five Thousand Pesos (P5,000.00) per eligible worker.

The duty of the concerned officials/school heads to properly strategize and strictly implement their payout plans is emphasized and reiterated in order to ensure the safe and orderly distribution of SRIs and Gratuity Pay to qualified DepEd officials, employees, and workers.

In view of the foregoing, non-DepEd officials, personnel, or workers, including but not limited to representatives, employees, and DepEd personnel-agents of Private Lending Institutions, organized and unorganized private lenders, "loan sharks", political parties or organizations, and other non-government organizations are restricted and banned from interfering and using the areas for payout implementation to conduct business or promote their agenda. Correspondingly, DepEd officials, employees, and workers are ordered to request police assistance whenever necessary to implement this memorandum.

For strict and immediate compliance.



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DEPED-OSEC-479399

*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  
 Date: 2022.12.27 09:49:04 +08'00'

OKD mail  
 12/27/22