



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

January 16, 2026

REGIONAL MEMORANDUM

No. **6.7** s. 2026

**SUBMISSION OF REPORT ON THE GRANT OF THE FY 2025
SERVICE RECOGNITION INCENTIVE (SRI)**

To: Schools Division Superintendents
School Heads of Implementing Unit Secondary Schools
All Others Concerned

1. Attached is Memorandum OASF-2026-047 dated January 13, 2026, issued by the Office of the Undersecretary for Finance, DepEd Central Office, titled "Submission of Report on the Grant of the FY 2025 Service Recognition Incentive (SRI)."
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects

SRI



FD-BS-GJNC



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OASF-2026-047

FOR : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL FINANCE OFFICERS
ALL OTHERS CONCERNED

FROM : **ATTY. EDSON BYRON K. SY**
Assistant Secretary for Finance
Officer-in-Charge, Office of the Undersecretary for Finance
On 14 Jan

SUBJECT : **SUBMISSION OF REPORT ON THE GRANT OF THE FY 2025 SERVICE RECOGNITION INCENTIVE (SRI)**

DATE : **January 13, 2026**

In compliance with Item No. 12.0, *Reportorial Requirements* of DBM Budget Circular No. 2025-3 dated December 15, 2025, all concerned offices are hereby directed to **submit the Consolidated Report on the Grant of FY 2025 Service Recognition Incentive (SRI)** using the prescribed editable template attached hereto, aligned with the details provided in Annex B of the said Circular.

All required fields must be fully, accurately and completely accomplished, including the reason(s) for the non-grant of SRI, if applicable.

Furthermore, the duly accomplished report must be submitted in both signed PDF and MS Excel formats and uploaded through the designated link <https://tinyurl.com/FY2025-SRI-Report> on or before January 26, 2026.

For strict compliance.