



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (088)8564524 09178892245 www.depedmisor.net

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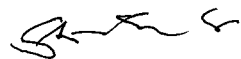
DIVISION MEMORANDUM

No. 492, s. 2017

SUBMISSION OF PAYROLL FOR ANNIVERSARY BONUS, LOYALTY PAY and ASSISTANCE TO THE CONDUCT OF EDUCATIONAL RESEARCH

**To : Education Program Supervisors
Public Schools District Supervisors / In-Charge
Senior Education Program Specialists
Education Program Specialists II
Elementary and Secondary School Heads / SIC's
Elementary and Secondary Teachers
This Division**

1. This Office hereby announces that the deadline of submission of the Anniversary Bonus, Loyalty Pay and Assistance to the Conduct of Educational Research payrolls shall be on **October 6, 2017**.
2. Teaching and Non-teaching personnel who have rendered service for at least one year and is still in service as of October 7, 2017 are entitled to receive the Anniversary Bonus. Schools shall prepare payroll for employees who are not yet integrated in the Regional Payroll Services Unit.
3. For recipients of the Loyalty Pay, employees hired in the following years are entitled to the Loyalty Pay: 1977, 1982, 1987, 1992, 1997, 2002, and 2007. School Heads shall prepare the list of employees entitled to Loyalty Pay along with its attachments: service record and first original appointment.
4. The Financial Assistance to the Conduct of Educational Research worth Php 1, 800 shall be given to teaching and non-teaching employees who have successfully completed an educational research, either basic or action research. Another separate Memorandum will be issued to this effect.
5. Wide and immediate dissemination of this Memorandum is hereby desired.

for: 
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent *jhdwnta*

CLL/ikm
Encl : None

