



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

Office of the Schools Division Superintendent

December 23, 2022

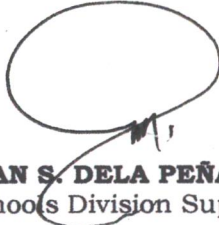
DIVISION MEMORANDUM

No. 001 s. 2022

To : **Assistant Schools Division Superintendent**
CID & SGOD chiefs
Division Office Section Heads
Public Schools District Supervisors/ District in-charge
All School Heads
All Teachers and Non-Teaching Personnel
This Division

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

1. 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 with the amount of Fifteen Thousand Pesos(P15,000.00) 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.
2. This Office will inform the eligible employees through the Division Information Officer together with the Public Schools District Supervisor the specific date, time and venue for the SRI cash distribution of DepEd Misamis Oriental employees.
3. Meanwhile, for the qualified contract of service workers engaged by DepEd, AO No.3 authorized the grant of a one-time Gratuity pay not exceeding Five Thousand Pesos(P5,000.00) per eligible worker.
4. To ensure the safety and orderly **cash** distribution of SRIs and Gratuity Pay to qualified DepEd Misamis Oriental employees, this Office had created SRI working committees. (Please see attached list.)
5. SRI working committee members who will be rendering services during holidays/ Saturdays/Sundays may avail compensatory time off (CTO), while those who have approved memorandum for overtime with pay like the Budget & Finance, Accounting, Payroll, Cashiering, Admin Personnel and Job Orders may claim their overtime pay with supporting documents
6. Compliance of this Memorandum is desired.
7. For widest dissemination.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSDP / rlg



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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TELLERS/ VERIFIERS/ RELEASING SUPERVISORS/ FACILITATORS / MEDICAL TEAM /
PHYSICAL ARRANGEMENT/ CLEANLINESS AN4444D ORDERLINESS/ FOOD COM /
DOCUMENTATION & OTHER TWG MEMBERS

1. Erlinda G. Dael
2. Maria Teresa M. Absin
3. Cydel P. Valmores
4. Mark Lorren T. Tejano
5. Elmar G. Anoc
6. MARRISA FAY S. JADAP
7. Gladys S. Banac
8. Amaylyn M. Pescador
9. Analou Quiblat
10. Arnil Caracho
11. Arnold G. Silmaro
12. Artemio C. Pactos
13. Aubrey Marie Cristine B. Tabor
14. Baltazar L. Ramos
15. Bernabe C. Mejos Jr.
16. Betty P. Saliring
17. Carmela Baang
18. Catherine S. Manuta
19. Christal Gonzales
20. Christine Tahud
21. Christy Joy J. Bacas
22. Cindy Karl S. Dela Peña
23. Clint M. Arenal
24. Corazon Zayas
25. Cornelio P. Francisco
26. Edwin L. Gamorot
27. Eman Lachica
28. Fely R. Quezon
29. Floramy P. Ingotan
30. Gerly Dequino
31. Gerry P. Madrid
32. Gina G. Revecho
33. Gines C. Cacayan
34. Gladys M. Salvador
35. Grace Gean L. General
36. Irish Karylle D. Monte
37. Jairen Pearl L. Lagrosas
38. James Brian B. Pactos
39. Jay Anthony B. Pactos
40. Jeannete Duat
41. Jennifer C. Ariasa
42. Julieta M. Borlado
43. Karen Pama
44. Kim Eric G. Lubguban
45. Kristoffer C. Galarpe
46. Lemuel Caliso
47. Margie A. Sumanpan
48. Marglo O. Isiderio
49. Marie Cris Nunez Yamis
50. Marife T. Bahian
51. Mary Khoni Y. Lao
52. Melissa B. Paculba
53. Melodie C. Sandigan
54. Michelle Migabon
55. Mila A. Janubas
56. Niñojomar S. Cablay
57. Patricia April M. Butron
58. Pete John Nesty B. Pongcol
59. Peter June R. Chan
60. Pocholo Ralph P. Lanozo
61. Ralph Alvin Waldo Pagara
62. Reina Christi L. Consolacion
63. Renato O. Gorero
64. Rendolph G. Dela Victoria
65. Richelle Ariel I. Arceño
66. Rico E. Balbutin, Jr.
67. Ritchelyn P. Balbutin
68. Riza S. Cahurom
69. Rodgelyn Amante
70. Rolando De Vera
71. Rubie Joy P. Baring
72. Sheila Estoque
73. Sheila Mae R. Garcia
74. Shella Joy A. Ramiro



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75. Rhodora L Gallares

76. Adelo A. Uy

77. Bakhita G. Loplop

78. Carmen Lourdes R. Madrid

79. Cherryl Elay

80. Elizabeth A. Ipulan

81. Josua T. Alayon

82. Merliz C. Balbuena

83. Rex E. Fabella

84. Ricardo Caminade

85. Roy Marmay

86. Sylvia Gamayon



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