



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City


August 11, 2022

DIVISION MEMORANDUM

No. 270, s. 2022

**SUBMISSION OF LIST OF PERSONNEL ELIGIBLE
OF LOYALTY PAY FOR 2023**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
1. In order to fast track the processing and payments of the Loyalty Pay of our personnel for 2023, the Schools Division Office is gathering the necessary data from the districts and schools.
 2. Personnel in-charge of the plantilla and preparation of said documents should submit the soft copy on or before **August 19, 2022** at the Division Office c/o **Ivan Vito** through the email address ivan.vito@deped.gov.ph.
 3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: None

Reference: None

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

EMPLOYEES

BENEFITS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>