



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No 351 s. 2022

SUBMISSION OF REQUIREMENTS FOR THE PAYMENT OF LOYALTY PAY FOR FY 2022

TO : OIC, Assistant Schools Division Superintendent
Public Schools District Supervisor
Heads of Public Elementary, Integrated and Senior High Schools
Administrative Officer II (Elementary and Senior High School)
Administrative Assistant II (Senior High School)
All other concerned

1. This is to inform all concerned that this Office will start processing the payment of Loyalty Pay for FY 2022.

2. As stipulated in CSC Memorandum Circular No. 6, s. 2002 (Revised Policies on the Grant of Loyalty Award), DepEd Memorandum No. 153, s. 2015 (Dissemination of the Commission on Audit Circular No. 2013-003A), and DepEd Order No. 54, s. 2015 (Amendment to DepEd Order No. 55, 2003 Increase of Payment of Loyalty Cash Gift), the following guidelines shall be considered in determining the grant of Loyalty Cash Award, to wit:

- a. The official or employee must have rendered at least ten (10) years and every five (5) years thereafter, of continuous and satisfactory service in the government.
- b. An official or employee who incurred an aggregate of not more than fifty (50) days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty pay.
- c. In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty cash award.
- d. Continuous or satisfactory services in government for purposes of granting the said benefit shall include services in one or more government agencies without any gap.

3. In view hereof, Administrative Officers II of the Districts/ Schools and Senior High School Administrative Assistants II are advised to submit a certified photocopy of appointment and consolidated payroll (per district for elementary and per school for SHS) in hard and soft copy of officials and employees in their respective District/




Address: Banica, Roxas City
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School who are qualified for the grant of Loyalty Pay as of December 31, 2022 **not later than September 30, 2022, Friday, c/o Darwin D. Brillo** through e-mail darwin.brillo@deped.gov.ph.

4. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCE
CLAIMS

BENEFITS
PAYMENT

BUDGET
REPORTS

DDB/ DM_Loyalty2022
0001/ September 14, 2022



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