



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

October 17, 2022

DIVISION MEMORANDUM

No. 406, s. 2022

PAYMENT OF FY 2022 YEAR-END BONUS AND CASH GIFT

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **DepEd Memorandum No. 783 s, 2022**, titled **“Payment of FY 2022 Year-End Bonus and Cash Gift”**.
2. Immediate dissemination of and compliance with this Memorandum is desired.


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

Encl: As stated

Reference: As stated

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

BENEFITS

CASH GIFTS

OFFICIALS



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

osds/admin



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

OCT 11 2022

REGIONAL MEMORANDUM
NO. 783 S. 2022

PAYMENT OF FY 2022 YEAR-END BONUS AND CASH GIFT

To: Schools Division Superintendents
Division Accountants/ Administrative Officers/ School Bookkeepers
Principal/ Officer-In-Charge of RPSU – paid Secondary Schools
All Others Concerned

1. In order to facilitate the preparation and payment of **FY 2022 Year-Bonus and Cash Gift** based on the **October 2022 payroll, this Office, through** Regional Payroll Services Unit, hereby directs the all Schools Divisions to submit the following not later than October 30, 2022 to wit;

- a. Letter request for the preparation of payroll of the Year-End Bonus and cash Gift or Certification that all personnel are entitled; and
- b. List of Personnel not entitled to 100% Year-End Bonus and Cash Gift pursuant to the updated rules and regulations on the grant of said benefits per DBM Budget Circular No. 2016-4 dated April 28, 2016 using the format below:

LIST OF PERSONNEL **NOT ENTITLED TO 100%** FY 2022 YEAR END BONUS AND CASH GIFT (Based on **OCTOBER 2022 payroll**)

Div Code	Sta. Code	Emp No.	Employee Name	Basic Salary	Remarks
			Certified Correct:		



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

2. The softcopy of the October 2022 Payroll will be the reference to be shared through Division Verifier.
3. Verification of name/s of the personnel to be included in the above report shall be made using actual October 2022 Payroll to avoid delay in the Billing for Year-End Bonus.
4. Softcopy of Payroll textfile for Landbank will be shared through registered Division Official DepEd email account.
5. For clarification, contact Precios J. Garcia, Administrative Officer II, with a contact number 09281424649 and email address precios.garcia@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

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

BENEFITS CASH GIFT OFFICIALS



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph