



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

January 2, 2023

**DIVISION MEMORANDUM**  
**NO. 001 s. 2023**

**RELEASING OF THE FISCAL YEAR 2022 SERVICE RECOGNITION  
INCENTIVE (SRI)**

To : OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
School Governance and Operations Division  
Curriculum Implementation Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
Division Office Personnel  
All Others Concerned

1. Relative to the Memorandum issued by the Secretary of the Department of Education titled ADVISORY ON THE CONDUCT OF PAYOUT OF THE FISCAL YEAR 2022 SERVICE RECOGNITION INCENTIVE AND GRATUITY PAY, this office shall release said incentive on January 3-4, 2023 at the designated schedule and venues. Please see Enclosure 1 for the Schedule and Venue.
2. The Public Schools District Supervisors are requested to facilitate the smooth conduct of the release of said incentives in their respective areas of responsibility. Particular attention is also called on paragraph four of the above Memorandum from the Office of the Secretary.
3. School Heads of schools that will be affected by the schedule on January 4, 2023 are advised to make the necessary adjustments on the schedule of classes on January 4, 2023 and/or the rest of the week to ensure that the competencies scheduled for the week will not be affected.
4. It is understood that in the conduct of this activity all concerned shall observe the existing health and safety protocols.
5. For information, guidance, and compliance.

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

Encl.: As stated  
Reference: Memorandum dated December 27, 2022  
Advisory on the Conduct of Payout of the Fiscal Year 2022  
Service Recognition Incentive and Gratuity Pay



**Address:** Banica, Roxas City  
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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**TO :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU, SERVICE, AND REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

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

**DATE :** DECEMBER 27, 2022

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 at a rate of Fifteen Thousand Pesos (P15,0000.00) 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.

Meanwhile, for the qualified contract of service workers engaged by DepEd, AO No. 03 authorized the grant of a one-time Gratuity Pay not exceeding Five Thousand Pesos (P5,000.00) per eligible worker.

The duty of the concerned officials/school heads to properly strategize and strictly implement their payout plans is emphasized and reiterated in order to ensure the safe and orderly distribution of SRIs and Gratuity Pay to qualified DepEd officials, employees, and workers.

In view of the foregoing, non-DepEd officials, personnel, or workers, including but not limited to representatives, employees, and DepEd personnel-agents of Private Lending Institutions, organized and unorganized private lenders, "loan sharks", political parties or organizations, and other non-government organizations are restricted and banned from interfering and using the areas for payout implementation to conduct business or promote their agenda. Correspondingly, DepEd officials, employees, and workers are ordered to request police assistance whenever necessary to implement this memorandum.

For strict and immediate compliance.



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*Sara Zimmerman Duterte*

**SARA Z. DUTERTE**

Vice President of the Republic of the Philippines  
Secretary of the Department of Education

Digitally signed  
by Duterte Sara  
Zimmerman  
Date: 2022.12.27  
09:49:04 +08:00



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REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

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Enclosure No. 1

**SCHEDULE AND VENUE OF 2022 SRI RELEASING**

**Day 1 (January 3, 2023) AM to PM**

**DAO DISTRICT OFFICE**

- Dao National High School
- Arturo Jugo National High School
- Luis Escutin National High School

**DUMALAG DISTRICT OFFICE**

- Dumalag Central National High School
- Concepcion Castro Garcia National High School
- Dr. Laureano Frial

**DUMARAO DISTRICT OFFICE**

- Bungsuan National High School
- Estefania Montemayor National High School
- Manuel F. Onato Memorial High School
- Mayor Ramon A. Benjamin, Sr. Memorial High School
- Presentacion Diez Gregorio National High School
- Aglanot Integrated School
- Aglalana Integrated School

**JAMINDAN DISTRICT OFFICE**

- Jamindan National High School
- Lucero National High School
- Macario Delfin Bermejo National High School
- Manuel Ganzon Advincula Integrated School

**TAPAZ WEST DISTRICT OFFICE**

**TAPAZ EAST DISTRICT OFFICE**

- Camburanaan National High School
- Candelaria National High School / Roxas Farm School
- Col. Patrocenio Artuz National High School
- Tapaz National High School
- Don Leopoldo Gialogo Integrated School
- Rev. Tomas Conejar National High School
- Bag-ong Barrio National High School



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**DAY 1 (January 3, 2023) PM ONLY**

**IVISAN DISTRICT OFFICE**

- Basiao National High School

**SIGMA DISTRICT OFFICE**

- Dr. Vicente V. Andaya Sr. National High School
- Calixto Loyola Integrated School
- Mianay National High School
- Eleodoro Ponsaran Integrated School

**PANITAN DISTRICT OFFICE**

- Panitan National High School
- Celestino Diaz Integrated School
- Tinigban Integrated School
- Antonio Belo Integrated School
- Felixberto Dorado Integrated School

**MAAYON DISTRICT OFFICE**

- Maayon National High School
- Tuburan National High School
- Tapulang
- Canapian
- East Villaflores NHS
- Duluan
- Guinbialan

**DIVISION OFFICE**

1. DISTRICT OF PANAY
  - Commissioner Luis R. Asis National High School
  - Don Felix Balgos National High School
  - Pawa National High School
  - Bago Chiquito Integrated School
2. SDO
3. Senior High School Teachers and Non-Teaching Personnel
4. Newly Hired/Substitute Teachers



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**DAY 2 (January 4, 2023) PM**

**SAPIAN DISTRICT OFFICE**

- Sapian National High School
- Bilao Integrated School
- Ishmael Orillos Farm School

**MAMBUSAO EAST DISTRICT OFFICE**

**MAMBUSAO WEST DISTRICT OFFICE**

- Mambusao East National High School
- Mambusao National High School
- Agkawayan Integrated School
- Bula Integrated School

**CUARTERO DISTRICT OFFICE**

- Cuartero National High School
- Maindang National High School
- Putian National High School
- San Antonio National High School

**PONTEVEDRA DISTRICT OFFICE**

- Pontevedra National High School
- Jose Diva Avelino National High School
- Bailan Integrated School

**PRESIDENT ROXAS DISTRICT OFFICE**

- Feliciano Yusay Consing National High School
- Quiajo Integrated School

**PILAR DISTRICT OFFICE**

- Casanayan National High School
- Dulangan National High School
- Marciano Patricio National High School
- San Nicolas National High School, Pilar
- Guise Integrated School
- Sinamongan Integrated School
- Dayhagan Integrated School
- Yating National High School

**DIVISION OFFICE**

- Insular



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