



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

January 26, 2024

DIVISION MEMORANDUM

No. 051 , s. 2024

AUTHORITY TO CREDIT THE PAYMENT OF SERVICE RECOGNITION INCENTIVE (SRI) AND GRATUITY PAY (GP) FOR FY 2023 THROUGH PAYROLL ACCOUNT

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
All Others Concerned

1. Attached is **Regional Memorandum No. 060, s. 2024**, titled “**Authority to Credit the Payment of Service Recognition Incentive (SRI) and Gratuity Pay (GP) for FY 2023 through Payroll Account**”.
2. Immediate dissemination of and compliance with this Memorandum are desired.

May

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

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

ALLOTMENT BENEFITS POLICY RULES AND REGULATIONS TEACHERS



osds/admin



Address: Banica, Roxas City, 5800
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

JAN 24 2024

REGIONAL MEMORANDUM

No. 060, s. 2024

AUTHORITY TO CREDIT THE PAYMENT OF SERVICE RECOGNITION INCENTIVE (SRI) AND GRATUITY PAY (GP) FOR FY 2023 THROUGH PAYROLL ACCOUNT

To: Schools Division Superintendents
Functional and Support Division Chiefs
All Others Concerned

1. Attached is Memorandum OUF-2024-0022 dated January 19, 2024, titled **Authority to Credit the Payment of Service Recognition Incentive (SRI) and Gratuity Pay (GP) for FY 2023 through Payroll Account**.
2. The Schools Division Offices shall accomplish the data on this link <http://tinyurl.com/FY2023SRIPAYMENT> not later than **January 26, 2024**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Inclosure : As stated
Reference: Memorandum OUF-2024-0022
To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENT
BENEFITS
POLICY
RULES AND REGULATIONS
TEACHERS

RRE/RM-SRI FY2023
RM-FD-2024-059/January 24, 2024



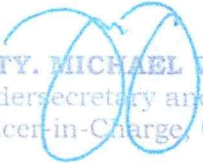
Address: Duran Street, Iloilo City, 5000
Telephone Nos: : (033)337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2024-0022

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL FINANCE OFFICERS
ALL OTHERS CONCERNED

FROM :  **ATTY. MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : **AUTHORITY TO CREDIT THE PAYMENT OF SERVICE RECOGNITION INCENTIVE (SRI) AND GRATUITY PAY (GP) FOR FY 2023 THROUGH PAYROLL ACCOUNT**

DATE : **JANUARY 19, 2024**

In relation to the issued unnumbered Memorandum of the Office of the Secretary dated December 15, 2023¹ titled, "*Guidance on the Releasing of Service Recognition Incentives (SRI)*" and Memorandum no. OUF-2023-0754 dated December 18, 2023², titled "*Reminders in Relation to the Release of FY 2023 Service Recognition Incentive (SRI)*", this Office instructs all Regional Offices (ROs), Schools Division Offices (SDOs), and Implementing Units (IUs) of the following:

1. All unclaimed said incentives of the eligible personnel should be credited directly to their respective payroll account, not later than **January 26, 2024 (Friday)** to:
 - Relieve the Special Disbursing Officers of their responsibility and accountability in safekeeping the cash advance for the payment of the SRI and GP for FY 2023; and
 - Ensure that all eligible personnel can receive the incentive.
2. All field officers are also instructed to inform the recipients before crediting the said incentives to their respective payroll accounts.

Furthermore, all ROs shall accomplish and submit their consolidated report on the grant of the FY 2023 SRI using the provided editable template attached as "**Annex A**" and upload the PDF and Word files of the said report using the following link <https://bit.ly/ReportonFY2023SRI> not later than **January 29, 2024 (Monday)** for consolidation at the DepEd Central Office and submission to Department of Budget and Management (DBM) not later than January 31, 2024. This is in compliance to



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebom@deped.gov.ph

the reportorial requirement outlined in Section 12.0 of DBM Circular No. 2023-2, dated December 13, 2023^a.

For strict compliance and guidance.

Thank you.

cc: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations
FRANCIS CESAR B. BRINGAS, Assistant Secretary for Operations

Report on the Payment
of SRI for FY 2023

Region: _____

I. If SRI was Granted

Total Amount Paid for the SRI:

Number of Qualified Personnel	XXX
Civilian	XXX
Contractual	XXX
Substitute Teachers	XXX
Casual	XXX
Total No. of Qualified Personnel	XXXX
 Rate of SRI	
 Total Amount Paid	

Fund Sources:

Total Amount Charged Against Personnel Services (PS) Allotments XXXX

Amount Charged Against Maintenance and Other Operating Expenses (MOOE) – N/A

Object of Expenditure	
_____	XXX
NOT APPLICABLE	XXX
_____	XXX
_____	XXX
Total Charges Against MOOE	XXXX
 Grand Total (PS)	

II. If the SRI was Not Granted

Please state reason/s for non-grant

Submitted by:

Certified Correct:

Regional, Finance – CAO

Regional Director

Report on the Payment
of SRI for FY 2023

Region: _____

I. If SRI was Granted

Total Amount Paid for the SRI:

Number of Qualified Personnel	XXX
Civilian	XXX
Contractual	XXX
Substitute Teachers	XXX
Casual	XXX

Total No. of Qualified Personnel XXXX

Rate of SRI

Total Amount Paid

Fund Sources:

Total Amount Charged Against Personnel Services (PS) Allotments XXXX

Amount Charged Against Maintenance and Other Operating Expenses (MOOE) - N/A

Object of Expenditure

_____	XXX
NOT APPLICABLE	XXX
_____	XXX
_____	XXX

Total Charges Against MOOE XXXX

Grand Total (PS) _____

II. If the SRI was Not Granted

Please state reason/s for non-grant

Submitted by:

Certified Correct:

Regional, Finance - CAO

Regional Director