

Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

January 20, 2025

DIVISION MEMORANDUM
 No. 029 s., 2025

SUBMISSION OF LIST OF IDENTIFIED PERSONNEL QUALIFIED FOR STEP INCREMENT AND LOYALTY FOR FY 2025

TO : Public Schools District Supervisors
 Elementary School Heads
 Administrative Officers (Elementary)

1. Relative to the monthly updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP), all Administrative Officers II (Elementary) are advised to submit list of identified personnel qualified to step increment due to longevity for CY 2025 in the following format:

MATRIX OF PERSONNEL ENTITLED TO STEP INCREMENT							
District:							
Name of School:							
Month	No.	Last Name	First Name	Middle Name	Date of Step Increment (mm/dd/year)	Last Step SG/Step	Adjusted Step SG/Step
<i>Example:</i>							
January	1.	Dela Cruz	Juan	Vargas	01/08/2025	13-03	13-04
Prepared By:							
<u>Signature over Printed Name</u>							
Administrative Officer II							

2. Likewise, please submit list of identified personnel qualified for Loyalty Pay for CY 2025 in the following format:



San Roque, Virac, Catanduanes
 052 - 8114061
 catanduanes@deped.gov.ph
 www.deped.gov.ph/catanduanes
 DepEd Tayo - Region V - Catanduanes



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Matrix of Personnel Entitled to Loyalty Pay

Calendar Year 2025

No.	Station No.	Item Number	Name of Employee	Position	Date of Original Appointment with DepEd	No. of Years in Service	Years of Entitlement 10/5 years	Amount Due
Example:								
1	001	OSEC-DECSB-TCH3-390042-2003	Dela Cruz, Juan V.	Teacher III	01/06/2010	15	5	5,0000

Prepared By:

Signature over Printed Name

Administrative Officer II

3. The deadline for submitting both the hard and soft copies of the list of personnel qualified for Step Increment and Loyalty Pay is on **January 23, 2025 (Thursday)** to the Personnel Section. The soft copy shall be submitted and emailed to **personnelsection.ctd@depd.gov.ph**

4. To ensure the timely and prompt processing of personnel benefits, this Office reiterates to strictly follow the schedule in submitting the documentary requirements for processing of benefits: salary, salary adjustment due to promotion and step increment, loyalty and Special Hardship Allowance (SHA):

Date	Particulars
Every 6 th - 9 th of the month	Preparation of Form 7
Every 10 th of the month	Submission of Form 7 to SDO



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Every 22 nd of the current month to the 5 th of the succeeding month	Submission of documentary requirements for Step Increment for GSIS-ARA to ensure the integration of the step increment in the current payroll cycle
Every 28 th of the month	Submission of payroll & Disbursement Voucher (DV) for step increment, salary adjustment due to promotion and loyalty pay
Every three (3) days after the receipt of the Appointment copy and Certificate of Assumption to Duty	Submission of documentary requirements for Salary Adjustment for GSIS- ARA
Every 5 th day after the end of the quarter	Submission of payroll & Disbursement Voucher for Special Hardship Allowance (SHA)

5. For information, guidance, and strict compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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