



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



28 DEC 2022

DIVISION MEMORANDUM

No. 516 S. 2022

RELEASE OF SERVICE RECOGNITION INCENTIVE (SRI)

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In – Charge of the Districts
School Heads
All Concerned Personnel

1. Pursuant to the issuance of Administrative Order 1 s. 2022 entitled Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2022 and DepEd Unnumbered Memorandum dated December 27, 2022 re: Advisory on the Conduct of Payout of the Fiscal Year 2022 Service Recognition Incentive (SRI) and Gratuity Pay, this office releases the Service Recognition Incentive (SRI) on **December 29, 2022**.
2. The authorized signatories of all Elementary and Secondary Non-Implementing Units are instructed to claim the SRI of all qualified teaching and non-teaching personnel from Ms. Liza Bernardo, AO IV – Cashier, **tomorrow (December 29, 2022)**. However, SRI of Implementing Units must be claimed by their respective Cashier/Disbursement Officer and shall be given to all concerned employees immediately.
3. Original Payroll must be signed by the employees and be returned to Cashier's Office on January 3, 2022.
3. Further, the Public Schools District Supervisors/In – Charge of the Districts shall request police assistance or visibility during the payout in their respective places through the Chief of Police.
4. For wide dissemination, guidance and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

