

RECEIVED

Department of Education
Office of the SOS

DEC 18 2024

Time: 8:15 AM
By: CK

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

MEMORANDUM
OUF-2024-1005

FOR : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL FINANCE OFFICERS
ALL OTHERS CONCERNED

FROM : ANEALYN M. SEVILLEA
Undersecretary

ATTY. EDSON BYRON K. BY
Assistant Secretary for Finance

SUBJECT : REMINDERS IN RELATION TO THE RELEASE OF FY 2024
SERVICE RECOGNITION INCENTIVE (SRI)

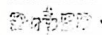
DATE : DECEMBER 13, 2024

- 1.0. This refers to the attached Administrative Order (AO) No. 27 dated December 12, 2024, entitled "Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2024", which authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2024 at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00) for each qualified employee of the National Government.
- 2.0. Please be informed that DepEd shall provide a rate of Twenty Thousand Pesos (P20,000.00) SRI per eligible employee.
- 3.0. In relation thereto, this is to provide the following reminders on the release of the same:
 - 3.1 For Regional Offices with Land Banks of the Philippines (LBP) Monthly Disbursement System (MDS) accounts, the DepEd Central Office (CO) will transfer cash through a Notice of Transfer of Allocation (NTA);
 - 3.2 For non-LBP MDS accounts, the Department of Budget and Management (DBM) Regional Office will release the cash to your respective MDS accounts; and
 - 3.3 The SRI shall be paid through the respective ATM payroll accounts of the eligible employees.

For strict compliance and guidance.

Thank you.

Cc: OFFICE OF THE SECRETARY



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



Republic of the Philippines
Department of Education
Region V - Bicol
TANGAPANG PANSANAY NG CATANDUANES

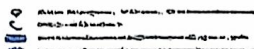
December 19, 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School District Supervisors
Section/Unit Heads
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned



For your information and guidance.

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





MALACANAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 27

**AUTHORIZING THE GRANT OF SERVICE RECOGNITION INCENTIVE TO
GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2024**

WHEREAS, Section 4(h) of Congressional Joint Resolution (JR) No. 4 (s. 2009) authorizes the grant of: (i) incentives to reward an employee's loyalty to government service and contributions to the agency's continuing viable existence; (ii) incentives as reward for exceeding agency financial and operational performance targets to motivate employee efforts toward higher productivity; and (iii) other existing benefits to be categorized by the Department of Budget and Management (DBM) as incentives;

WHEREAS, Section 17(iv) of Congressional JR No. 4 authorizes the President, upon the recommendation of DBM, to update the Compensation and Position Classification System for civilian personnel, Base Pay Schedule for military and uniformed personnel, and policies on and levels of allowances, benefits, and incentives applicable to all government personnel;

WHEREAS, Section 5 of Presidential Decree No. 1597 provides that allowances, honoraria and other fringe benefits which may be granted to government employees, whether payable by their respective offices or by other agencies of government, shall be subject to the approval of the President upon recommendation of DBM;

WHEREAS, Administrative Order (AO) Nos. 19 (s. 2019), 37 (s. 2020), 45 (s. 2021), 1 (s. 2022), and 12 (s. 2023) authorized the one-time grant of Service Recognition Incentive to government employees for Fiscal Years (FYs) 2019, 2020, 2021, 2022, and 2023, respectively, in recognition of the hard work and commitment of government personnel to public service; and

WHEREAS, the Administration recognizes all government employees for their collective and invaluable contributions to the government's continuing efforts in pursuing the objectives, commitments, targets and deliverables under the Philippine Development Plan 2023-2028 and the President's 8-Point Socioeconomic Agenda;

NOW, THEREFORE, I, FERDINAND R. MARCOS, JR., President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

Section 1. Service Recognition Incentive for Employees in the Executive Department. This Order authorizes the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate not exceeding ₱20,000.00 for each of the following personnel in the Executive branch:

THE PRESIDENT OF THE PHILIPPINES

- a. Civilian personnel in national government agencies (NGAs), including those in state universities and colleges (SUCs) and government-owned or -controlled corporations (GOCCs), occupying regular, contractual or casual positions; and
- b. Military personnel of the Armed Forces of the Philippines under the Department of National Defense, and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, the Bureau of Corrections under the Department of Justice, the Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources

Section 2. Conditions on the Grant of the SRI. The grant of SRI shall be subject to the following conditions:

- a. The civilian personnel are occupying regular, contractual or casual positions;
- b. The personnel are still in government service as of 30 November 2024;
- c. The personnel have rendered at least a total of an aggregate of four (4) months of satisfactory service as of 30 November 2024, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2024 shall be entitled to a pro-rated SRI, as follows:

LENGTH OF SERVICE	PERCENTAGE OF INCENTIVE
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

and,

- e. The employees have not received any additional year-end benefit in FY 2024 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

Section 3. Exclusion from the Grant of SRI. Those engaged without employer-employee relationship, and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of SRI, such as:

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts (*paikyaw*) and those paid on piecework basis;
- c. Student workers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job orders, contracts of service or others similarly situated.

Section 4. Funding Source of the SRI for Employees In the Executive Department. The funding source for the grant of SRI to employees in the Executive branch shall be governed by the following:

- a. For NGAs, including SUCs, and military and uniformed personnel, the amount required shall be charged against the available released PS allotments of the respective agencies under RA No. 11975 or the General Appropriations Act (GAA) for FY 2024.

In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotments of the concerned government agency, subject to the rules on modification in allotments under Section 60 of the General Provisions of RA No. 11975, and other pertinent budgeting, accounting and auditing rules and regulations.

- b. For GOCCs, the amount required for the SRI shall be charged against their approved corporate operating budgets (COBs) for FY 2024 only; and
- c. Should the identified funding sources be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be granted to all qualified employees of the NGA or GOCC.

Section 5. SRI for Employees in the Legislative and Judicial Branches and Other Offices Vested with Fiscal Autonomy. Employees of the Senate, House of Representatives, Judiciary, Office of the Ombudsman and Constitutional Offices vested with fiscal autonomy may likewise be granted a one-time SRI by their respective heads of office at a uniform rate not exceeding P20,000.00 each chargeable against the available PS allotment of their respective agencies, subject to the conditions set forth in Section 2 hereof.

Should the identified funding sources be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned office.

Section 6. SRI for Employees in the Local Government Units (LGUs). The grant of one-time SRI to employees in LGUs, including those in the *barangays*, shall be determined by their respective *sanggunians* depending on the LGU's financial capability, subject to the PS limitation in LGU budgets under RA No. 7160 or the "Local Government Code of 1991," as amended, and the conditions set forth in Section 2 hereof, at a uniform rate not exceeding P20,000.00 each, chargeable against their respective FY 2024 local government funds. Should the identified funding source be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU.

In determining the amount of the SRI the *sanggunians* shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, prejudice the delivery of services to the public.

The amount required shall be chargeable against the available FY 2024 appropriations or surplus, upon the enactment by the local *sanggunian* of the corresponding supplemental budget (SB) for the purpose. In case the LGU fails to enact an SB within FY 2024, the concerned LGU may enact an SB for FY 2025, provided that the: (i) SB shall be charged against the LGU's reverted and unused surplus for prior years, subject to compliance with pertinent provisions of RA No. 7160, as amended, and other existing laws, rules and regulations; (ii) prior year's surplus is backed by cash; and (iii) annual budget for FY 2025 is already approved.

REGIÓN	PROV/DIVISIÓN (INCLUIDO EN)	VALOR POR PPA
Region IVA - CALABARZON	Division of San Pablo City	47,940,750.49
Region IVA - CALABARZON	Division of San Pedro City	39,369,927.74
Region IVA - CALABARZON	Division of San Rosa City	38,348,611.75
Region IVA - CALABARZON	Division of Sto. Thomas City	24,066,000.00
Region IVA - CALABARZON	Division of Tamaragon City	29,347,742.68
Region IVA - CALABARZON	Division of Yambuan City	19,710,000.00
Region IVA - CALABARZON	Regional Office Project	0.00
Region IVA - CALABARZON Total		2,219,110,212.64
Region IVB - MIMAROPA	Division of Calapan City	85,059,000.00
Region IVB - MIMAROPA	Division of Marikina City	64,170,000.00
Region IVB - MIMAROPA	Division of Occidental Mindoro	109,457,000.00
Region IVB - MIMAROPA	Division of Oriental Mindoro	213,000,000.00
Region IVB - MIMAROPA	Division of Palawan	257,062,000.00
Region IVB - MIMAROPA	Division of Puerto Princesa City	89,847,000.00
Region IVB - MIMAROPA	Division of Tayuban	115,130,000.00
Region IVB - MIMAROPA	Regional Office Project	2,110,000.00
Region IVB - MIMAROPA Total		1,018,835,000.00
Region V - Bicol	Division of Albay	222,018,000.00
Region V - Bicol	Division of Camarines Norte	120,210,000.00
Region V - Bicol	Division of Camarines Sur	423,320,000.00
Region V - Bicol	Division of Catanduanes	216,184,000.00
Region V - Bicol	Division of Iriga City	216,136,000.00
Region V - Bicol	Division of Legazpi City	109,430,000.00
Region V - Bicol	Division of Ligao City	23,287,000.00
Region V - Bicol	Division of Masabado	0.00
Region V - Bicol	Division of Masaraga City	23,252,000.00
Region V - Bicol	Division of Naga City	38,813,779.70
Region V - Bicol	Division of Naga City	173,732,000.00
Region V - Bicol	Division of Sorsogon City	41,913,760.43
Region V - Bicol	Division of Tabaco City	308,946,000.00
Region V - Bicol	Regional Office Project	75,010,478.00
Region V - Bicol Total		2,270,895,018.13
Region VI - Western Visayas	Division of Aklan	90,000,000.00
Region VI - Western Visayas	Division of Antique	169,082,907.04
Region VI - Western Visayas	Division of Bacolod City	106,589,211.37
Region VI - Western Visayas	Division of Bago City	52,040,000.00
Region VI - Western Visayas	Division of Cadiz City	40,000,000.00
Region VI - Western Visayas	Division of Capiz	134,700,000.00
Region VI - Western Visayas	Division of Escalante City	30,500,408.06
Region VI - Western Visayas	Division of Guimaras	86,878,000.00
Region VI - Western Visayas	Division of Iloilo City	20,930,000.00
Region VI - Western Visayas	Division of Iloilo City	340,173,322.00
Region VI - Western Visayas	Division of Iloilo City	80,730,214.00
Region VI - Western Visayas	Division of Kalabang City	34,974,340.61
Region VI - Western Visayas	Division of La Carlota City	17,800,000.00
Region VI - Western Visayas	Division of Negros Occidental	257,646,730.00
Region VI - Western Visayas	Division of Panay City	25,848,247.42
Region VI - Western Visayas	Division of Panay City	42,653,537.36
Region VI - Western Visayas	Division of Panay City	50,531,120.21
Region VI - Western Visayas	Division of San Carlos City	34,763,097.03