



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 (P15,000.00) 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.



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

DEC 28 2022

December 27, 2022

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

For information, guidance, and immediate compliance.

Digitally signed by  
Carino Estela Leon  
**ESTELA P. LEON-CARIÑO EAD, CESO III**  
Director IV/ Regional Director