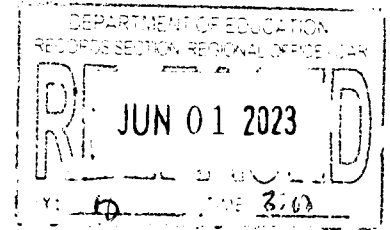




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



June 1, 2023

**REGIONAL MEMORANDUM**

NO. **254-2023**

**RELEASE OF ALLOTMENT FOR THE GRANT OF ANNIVERSARY BONUS  
FOR FY 2023**

TO : Assistant Regional Director  
Schools Division Superintendents  
Division Accountants  
Division Budget Officers  
All Others Concerned

1. In connection with the Department of Education's 125<sup>th</sup> Founding Anniversary on June 23, 2023, and pursuant to the provisions of Administrative Order No. 263, dated March 28, 1996 and Department of Budget and Management National Budget Circular (NBC) No. 452, dated May 20, 1996, on the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities, please be informed of the Division allocation for the grant of FY 2023 Anniversary Bonus, as follows.

<b>Division</b>	<b>No. of Positions</b>	<b>Amount</b>
Abra	3,086	9,258,000
Apayao	1,813	5,439,000
Benguet	4,632	13,896,000
Ifugao	2,620	7,860,000
Kalinga	1,774	5,322,000
Mt. Province	2,713	8,139,000
Baguio City	2,585	7,755,000
Tabuk City	1,517	4,551,000
<b>Total</b>	<b>20,740</b>	<b>62,220,000</b>

2. The above allocation will be released to the Schools Division Offices and Schools classified as Implementing Units through the issuance of Sub-ARO. The corresponding Cash Allocation shall be requested by the Regional Office to the Department of Budget and Management and shall be released directly to the concerned SDOs and Implementing Units.





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3. Payment of Anniversary Bonus shall not exceed **Three Thousand Pesos (Php3,000.00) to qualified personnel and shall not be earlier than June 23, 2023.** Officials and employees who have rendered at least **one (1) year service** in the Department are entitled to the grant of Anniversary Bonus.

4. Moreover, the following personnel are not entitled to the grant of FY 2023 Anniversary Bonus:

4.1 Those who are on absence without leave (AWOL) as of June 23, 2023;

4.2 Those who are no longer in the service in DepEd as of June 23, 2023;

4.3 Those who are not hired as part of the organic manpower of DepEd.

5. The allocation is based on the number of Filled Positions as of July 5, 2022. In case the funds released are insufficient, the deficiency may be charged from savings in Personnel Services allotment for the current year, pursuant to Item No. 3.1.1. of NBC No. 590, Guidelines on the Release of Funds for FY 2023.

6. For information and guidance.

  
**ESTELA P. LEON- CARIÑO EdD, CESO III**  
Director IV/Regional Director

FINANCE/SGT/clp

