



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools
Division Superintendent

22 DEC 2021

DIVISION MEMORANDUM

No. 961, s. 2022

**DISBURSEMENT OF SERVICE RECOGNITION INCENTIVE (SRI)
for FY: 2022**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors/Education Program Specialist
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
Public Elementary/Secondary Teachers & Non-Teaching Personnel
All Others Concerned

1. In view of the **Memorandum** signed by **Vice President & DepEd Secretary Sara Z. Duterte** titled: Advisory on the Grant of FY 2022 Service Recognition Incentive (SRI), this office informs the field on the **Disbursement of Service Recognition Incentive (SRI) for FY: 2022**. For guidelines on who are qualified to receive please see attached Budget Circular No.2022-4 dated Dec. 20, 2022 that the *personnel have rendered atleast a total or an an aggregate of 4 months and in the service as November 30, 2022, for personnel who have rendered less than a total or an aggregate of 4 months of service, please refer to section 5 for your reference.*
2. School Heads & Clustered Bookkeeper must accomplish the attached payroll format (Annex A) can also be access in this link: <https://tinyurl.com/5ckecy3w> (determine **per warm body**) and to be submitted on or before **December 26, 2022** on the same link provided, to identify the amount to be downloaded per school. Failure to submit on the said date will cause the delay of the SRI downloading.
3. School Heads must carefully review the entry of their payrolls. They are held accountable in case qualified personnel are not included.
4. After reviewing the accomplished payroll format, School Heads shall be guided on the following steps:
 - a) SRI will be downloaded through the existing savings account for MOOE of the Non-Implementing Units School.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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- b) Teaching & Non-teaching personnel will receive the amount through cash by their respective school heads.
 - c) Upon releasing the cash personnel must sign the payroll as a verification that they received the amount.
 - d) When all the personnel already received their SRI, School heads must ensure that the duly accomplished and signed payroll shall be submitted to the Finance Section as a proof of their liquidation. School heads shall be held accountable for failure of submitting the payroll.
5. Attached is the copy of the **Memorandum** for further information.
 6. For queries, please contact **Mrs. Ma. Jennifer P. Piodos** Division Accountant in this landline # (035) 225-1640 for the downloading steps and **Mrs. Mary Rose T. Villavicencio** Payroll officer with landline #: (035) 422-7643.
 7. For your proper guidance and compliance.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



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SERVICE RECOGNITION INCENTIVE FY 2022

DISTRICT: (per warm body)
 STATION/School Name:

Important: (tax rate)

SG 1-10: NO TAX DEDUCTION
 SG 11-15: 20%
 SG 16-21: 25%
 SG 22-ABOVE: 30%

	NAME	FDS	BASIC	STATUS		PERIOD OF SUBSTITUTION	SALARY GRADE	SRI (9,000.00)	tax rate	WITHHOLDING TAX	NET AMOUNT	Signature
				PERMANENT	SUBSTITUTE							
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Total											0	

Reviewed by: _____
 Clusterred Bookkeeper

Certified Correct _____
 School Head

Noted: _____
 PSDS



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU, SERVICE AND REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

SUBJECT : ADVISORY ON THE GRANT OF FY 2022 SERVICE RECOGNITION INCENTIVE (SRI)

DATE : DECEMBER 19, 2022

Administrative Order (AO) No. 1 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform rate not exceeding Twenty Thousand Pesos (PhP20,000.00) for each of qualified employees of the national government.

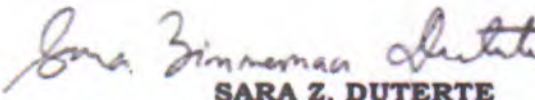
The **funding requirement for the purpose will be sourced from available FY 2022 released allotments for Personnel Services and may be augmented by available FY 2022 allotment for Maintenance and Other Operating Expenses¹**, subject to rules on modification of allotment.

DepEd shall provide a rate of Fifteen Thousand Pesos (PhP15,000.00) SRI per eligible employee. Finance Undersecretary Annalyn M. Sevilla has been instructed to process and release the SRI not earlier than December 20, 2022² but not later than January 6, 2023.

Once the funds for the purpose have been modified and made available by the Department of Budget and Management, the **said incentive shall be paid through cash to the qualified DepEd officials and employees, and not thru the usual crediting to their respective ATM payroll accounts.**

In this regard, the **disbursements should be made through Cash Advance (CA).** For the teachers and other school personnel, the CAs can be drawn by the DepEd Schools Division Office (SDO)/Implementing Unit (IU) cashier/disbursing officer. Hence, concerned Officials/School Heads are encouraged to strategize and start working on their pay out plans in order to avoid the building up of long lines/ queuing in their respective areas and to ensure that full amount of the incentive will be received by DepEd officials and employees, subject to existing budgeting, accounting and auditing regulations.

For strict compliance.


SARA Z. DUTERTE

Vice President of the Republic of the Philippines
Secretary of the Department of Education

Digitally signed
by Duterte Sara
Zimmerman
Date: 2022.12.19
17:45:08 +08'00'



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



BUDGET CIRCULAR

No. 2022 - 4
December 20, 2022

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : Guidelines on the Grant of Service Recognition Incentive to Government Employees for FY 2022

1.0 Background

- 1.1 Administrative Order (AO) No. 1¹ dated December 16, 2022 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform amount not exceeding **Twenty Thousand Pesos (P20,000)** for each qualified government employee.
- 1.2 The issuance of AO No. 1, s. 2022 is in accordance with **Section 17(iv)** of **Congress Joint Resolution No. 4**² dated June 17, 2009, which authorizes the President, upon the recommendation of the Department of Budget and Management (DBM), to update the Compensation and Position Classification System for civilian personnel and the Base Pay Schedule for military and uniformed personnel, as well as the policies and levels of allowances, benefits, and incentives applicable to all government employees.
- 1.3 The one-time SRI for FY 2022 is granted to government employees in recognition of their collective and invaluable contribution to the government's continuing efforts to ensure the responsive delivery of services to the public, especially in the midst of the continuing public health emergency due to the COVID-19 pandemic and other socio-economic challenges.

¹ Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year (FY) 2022

² Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes

2.0 Purpose

This Circular is issued to prescribe the guidelines on the grant and the funding of the SRI for FY 2022 pursuant to AO No. 1, s. 2022.

3.0 Coverage

The guidelines in this Circular cover the following employees:

- 3.1 Civilian personnel in national government agencies (NGAs), including those in SUCs and GOCCs, occupying regular, contractual or casual positions;
- 3.2 Military personnel of the Armed Forces of the Philippines, 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;
- 3.3 Employees in the Legislative and Judicial Departments and other offices vested with fiscal autonomy;
- 3.4 Employees in LGUs; and
- 3.5 Employees in LWDs.

4.0 Exclusions

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

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

5.0 Conditions and Guidelines on the Grant of the One-Time SRI

The grant of the SRI shall be subject to the following conditions and guidelines:

- 5.1 The civilian personnel are occupying regular, contractual or casual positions.
- 5.2 The personnel are still in the service as of November 30, 2022.

- 5.3 The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
- 5.4 Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of November 30, 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the 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%

- 5.5 The employees have not received any additional year-end benefit in FY 2022 over and above the benefits authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.
- 5.6 The personnel have not been found guilty of any administrative or criminal cases by final and executory judgment in FY 2022. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the SRI.
- 5.7 The SRI of an employee on part-time basis shall be pro-rated corresponding to the services rendered. If employed on part-time basis with two (2) or more agencies, an employee shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total SRI shall not exceed the authorized amount.
- 5.8 The SRI of an employee who transferred from one agency to another shall be granted by the new agency.
- 5.9 The SRI of an employee on detail to another government agency shall be granted by the parent agency.
- 5.10 A compulsory retiree, on service extension as of November 30, 2022, may be granted the SRI, subject to the pertinent conditions and guidelines under this Circular.

6.0 Funding Source of the SRI for Employees in the Executive Department

- 6.1 For NGAs, including SUCs and the military and uniformed personnel, the amount required shall be charged against the available released PS allotments of the respective agencies under RA No. 11639 or the FY 2022 General Appropriations Act (GAA).

In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotment of the concerned government agency, subject to the rules on modification of allotment under Section 78 of the General Provisions of the FY 2022 GAA, and other pertinent budgeting, accounting, and auditing rules and regulations.

6.2 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2022 only.

6.3 Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be paid to all qualified employees of the NGA or GOCC.

7.0 SRI for Employees in the Legislative and Judicial Departments 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 offices at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000) each, chargeable against the available released allotment of their respective agencies, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be paid to all qualified employees of the agency concerned.

8.0 SRI for Employees in LGUs

The grant of the one-time SRI to employees in LGUs, including those in the barangays, shall be determined by their respective *sanggunian* depending on the LGU's financial capability, at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000) each, subject to the following conditions:

8.1 The SRI shall be charged against their respective local government funds, subject to the PS limitation in LGU budgets pursuant to Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991;

8.2 The guidelines on the grant of the SRI under Item 5.0 of this Circular shall be adhered to; and

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

Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be granted for all qualified personnel in the LGU concerned.

Since the funding source is the FY 2022 local budget, the corresponding supplemental budget for the purpose shall be enacted by the local *Sanggunian* within FY 2022.

9.0 SRI for Employees in LWDs

LWDs may also grant the SRI to their employees at a uniform rate to be determined by their Boards of Directors (BOD), which shall not exceed Twenty Thousand Pesos (₱20,000) each, chargeable against their respective BOD-approved FY 2022 COBs only, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be granted for all qualified employees in the LWD concerned.

10.0 SRI for Employees in Agencies Exempted from the Coverage of RA No. 6758, as Amended

NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, may also grant the SRI to their employees at a uniform rate to be determined by their governing boards or agency heads, which shall not exceed Twenty Thousand Pesos (₱20,000) each, chargeable against the NGA's available funds and the GOCCs' FY 2022 COBs only, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be granted for all qualified personnel in the agency concerned.

11.0 Payment of the SRI

The payment of the SRI to all qualified government employees shall not be earlier than December 20, 2022.

12.0 Reportorial Requirements

Each NGA and SUC shall submit online to the DBM's Budget and Management Bureau (BMB) or Regional Office (RO) concerned not later than January 31, 2023, the annual report on the grant of the FY 2022 SRI by following the template in Annex "A."

In this regard, the NGAs and SUCs shall encode the required details/information, as well as upload the scanned copy of the report using the following link <https://www.dbm.gov.ph/add-sri-report>.

Agencies are enjoined to fully abide by the aforementioned reportorial requirements. The BMBs or ROs concerned shall ensure compliance of the agencies with the reportorial requirement set forth in this Circular.

13.0 Responsibilities of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

14.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

15.0 Effectivity

This Circular shall take effect immediately.


AMENAH F. PANGANDAMAN
Secretary



Report on the Payment
of SRI for FY 2022

Department/Agency: _____

I. If SRI was Granted

Total Amount Paid for the SRI:

Number of Qualified Personnel	
Regular	
Civilian	XXX
Military/Uniformed Personnel	XXX
Contractual	XXX
Casual	XXX
Total No. of Qualified Personnel	XXXX
Rate of SRI	_____
Total Amount Paid	_____

Fund Sources:

Total Amount Charged Against Personnel Services (PS) Allotments	XXXX
Amount Charged Against Maintenance and Other Operating Expenses (MOOE)	
Object of Expenditure	
_____	XXX
_____	XXX
_____	XXX
_____	XXX
Total Charges Against MOOE	XXXX
Grand Total (PS+MOOE [if any])	_____

II. If the SRI was Not Granted

Please state reason/s for non-grant

Submitted by:

Certified Correct:

Head, Finance/Administrative Unit

Agency Head