



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

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by Duterte Sara
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¹ AO 2022-01, Sec. 4
² AO 2022-01, Sec. 9