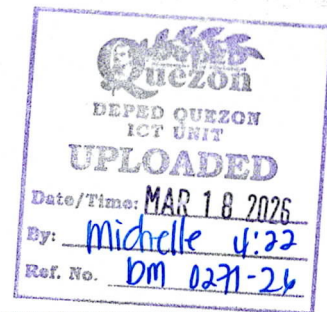




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 March 2026

**DIVISION MEMORANDUM**

No. 0271, s. 2026

**DEADLINE FOR THE SUBMISSION OF LIQUIDATION REPORT  
FOR THE PAYMENT OF FY 2025 GRATUITY PAY OF  
SCHOOL-BASED ADMINISTRATIVE SUPPORT  
STAFF (COS)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads of Non-Implementing Units  
All Other Concerned

1. In reference to Administrative Order No. 39, titled "Authorizing the Grant of Gratuity Pay to Contract of Service and Job Order workers in Government for Fiscal Year 2025", this Office informs all concerned that the Cash Advance for the payment of FY 2025 Gratuity Pay of School-based Administrative Support Staff (COS) has been credited to the respective schools' checking accounts on March 11, 2026. **The deadline for the submission of liquidation reports is on or before March 19, 2026, no extension shall be allowed.**
2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office except for the Elementary Schools of Tagkawayan 1 & 2, Burdeos, and Polillo Districts**, which are handled by Internal Auditors assigned in the Sub Offices. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. **Additionally, the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form** to facilitate proper identification and prompt distribution. The DTS Account destinations for the respective districts are as follows:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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District	DTS Account Destination	DTS Account Incharge
2nd and 4th Districts	Accounting Liquidation (2nd & 4th Districts)	Maria Elvira M. Carimpong
1st and 3rd Districts	Accounting Liquidation (1st & 3rd Districts)	Saira Joy A. Alvarez
Burdeos & Polillo Districts (ES only)	Accounting (Real Sub Office)	Nenita M. Orejola
Tagkawayan 1 & 2 (ES only)	Accounting (Gumaca Sub Office)	Honeylee V. Ronquillo

- Please be reminded that **failure to submit the Liquidation Report on or before the said deadline will result in the non-downloading of funds for the succeeding month.** This measure is implemented to ensure accountability and timely reporting of government funds.
- It is also reiterated that **findings or deficiencies identified during the pre-audit must be complied with within three (3) days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of subsequent fund releases.
- For guidance and proper reference, all concerned are advised to consult the attached copy of Administrative Order No. 39.
- Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Accahm03/13/2026

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MALACAÑAN PALACE  
MANILA

**BY THE PRESIDENT OF THE PHILIPPINES**

**ADMINISTRATIVE ORDER NO. 39**

**AUTHORIZING THE GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE AND JOB ORDER WORKERS IN GOVERNMENT FOR FISCAL YEAR 2025**

**WHEREAS**, various government agencies are engaging the services of individual workers under contract of service (COS) and job order (JO) basis to support the implementation of their respective programs, activities, and projects (PAPs), especially the priority items under the Philippine Development Plan 2023-2028 and the President's 8-point Socioeconomic Agenda;

**WHEREAS**, under the Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular (JC) No. 2 (s. 2020), as amended by COA-DBM JC Nos. 2 (s. 2022) and 2 (s. 2024), government agencies may engage the services of new COS and JO workers through individual contracts, and renew the individual contracts of their existing COS and JO workers until 31 December 2025;

**WHEREAS**, while COS and JO workers in the government are paid salaries or wages equivalent to those received by personnel occupying comparable positions in government and a premium of up to 20% of such salary or wage, they do not enjoy the benefits accorded to regular government employees such as Mid-Year and Year-End Bonuses, Performance-Based Bonus, and Personnel Economic Relief Allowance;

**WHEREAS**, granting a year-end Gratuity Pay to COS and JO workers is a well-deserved recognition of their hard work and valuable participation in the implementation of various PAPs of the government, and their pivotal role in the delivery of government services amidst the present socio-economic challenges;

**WHEREAS**, Administrative Order Nos. 2 (s. 2017), 20 (s. 2020), 38 (s. 2020), 46 (s. 2021), 3 (s. 2022), 13 (s. 2023), and 28 (s. 2024) authorized the grant of Gratuity Pay to COS and JO workers in government for Fiscal Years (FY) 2017, 2019, 2020, 2021, 2022, 2023, and 2024, respectively; and

**WHEREAS**, Section 17, Article VII of the Constitution vests in the President the power of control over all Executive departments, bureaus and offices;

THE PRESIDENT OF THE PHILIPPINES

**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. Grant of Gratuity Pay in National Government Agencies (NGAs) and Instrumentalities.** All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2025, and whose contracts are still effective as of the same date, may be granted a one (1)-time Gratuity Pay not exceeding ₱7,000.00 each for FY 2025.

Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2025, and whose contracts are still effective as of same date, may also be granted the one (1)-time Gratuity Pay, on a *pro rata* basis, as follows:

LENGTH OF SERVICE	AMOUNT OF GRATUITY PAY
3 months but less than 4 months	Not exceeding ₱6,000.00
2 months but less than 3 months	Not exceeding ₱5,000.00
Less than 2 months	Not exceeding ₱4,000.00

For this purpose, actual service shall refer to services rendered on-site. However, subject to the discretion of the Agency Head and the availability of funds, services rendered by COS and JO workers under any alternative work arrangement prescribed under Section 6.1 COA-DBM JC No. 1 (s. 2022) may also be considered as actual service.

**Section 2. Coverage.** This Order shall cover workers whose services are directly engaged through COS and JO by NGAs, state universities and colleges (SUCs), government-owned or -controlled corporations (GOCCs) and local water districts (LWDs).

**Section 3. Funding Sources.** The funding source for the implementation of this Order shall be governed by the following:

- a. For NGAs and SUCs, the amount required shall be charged against their respective available Maintenance and Other Operating Expenses (MOOE) allotment for the same PAP where the compensation of workers engaged through COS and JO are sourced, subject to the approval of the Agency Head.

In case of deficiency, agencies may modify the allotment issued within the PAP, subject to the approval of the Agency Head or the DBM, as the case may be, pursuant to the rules on the modification in allotments under Section 80 of the General Provisions of Republic Act (RA) No. 12116 or the "General Appropriations Act for FY 2025," and existing laws, rules and regulations, and other issuances, or submit a request to augment actual deficiencies from savings in other PAPs, subject to the approval of the President, in accordance with rules on use of savings and augmentation under Sections 76, 77, 78 and 79 of the General Provisions of RA No. 12116, and existing laws and issuances; and

- b. For GOCCs and LWDs, the amount required shall be charged against their respective approved corporate operating budgets.

**Section 4. Use of Savings.** Requests for the use of savings under Section 3(a) hereof shall be submitted by NGAs and SUCs to DBM not later than five (5) working days from the effectivity of this Order, for endorsement to the Office of the President. All such requests shall be supported by the following documents:

- a. Report on the number and names of workers directly engaged through COS and JO schemes who are qualified for Gratuity Pay, as certified by the head of the human resource management unit and endorsed by the Department Secretary or Agency Head; and
- b. Certification from the budget officer that the required amount from the existing MOOE allotment is free from any obligation and may be declared as savings, pursuant to Sections 77 and 79 of the General Provisions of RA No. 12116, to cover the funding requirements for the grant of Gratuity Pay, likewise endorsed by the Department Secretary or Agency Head.

The DBM shall release the corresponding Special Allotment Release Order and Notice of Cash Allocation, as needed, upon approval of the President.

**Section 5. Grant of Gratuity Pay in Local Government Units (LGUs).** LGUs are encouraged to adopt in their respective offices the grant of Gratuity Pay to workers whose services are engaged through COS and JO, utilizing appropriate and available funding sources from their respective local government funds.

The corresponding supplemental budget (SB) for the purpose shall be enacted by the local *sanggunian* concerned chargeable against the available FY 2025 appropriations or surplus. In case an LGU fails to enact an SB within FY 2025, the LGU concerned may enact an SB during FY 2026, provided that the: (i) SB shall be charged against the LGU's reverted and unused prior year's surplus, subject to compliance with the provisions of RA No. 7160 or the "Local Government Code of 1991," as amended, and pertinent laws, rules and regulations; (ii) prior year's surplus is backed by cash; and (iii) annual budget for FY 2026 is already approved.

**Section 6. Payment Date.** The payment of Gratuity Pay to qualified COS and JO workers in government for FY 2025 shall be made not earlier than 15 December 2025.

**Section 7. Supplemental Guidelines.** As may be necessary, the DBM shall issue supplemental guidelines for the effective implementation of this Order.

**Section 8. Separability.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section 9. Repeal.** All issuances, orders, rules and regulations, or parts thereof which are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

**Section 10. Effectivity.** This Order shall take effect immediately following its complete publication in the Official Gazette or in a newspaper of general circulation.

**DONE**, in the City of Manila, this 11th day of December, in the year of our Lord, Two Thousand and Twenty-Five.



By the President:



**RALPH G. RECTO**  
Acting Executive Secretary

