



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

**DepEd Quezon**  
 DEPED - QUEZON  
 ICT UNIT  
**UPLOADED**  
 Date/Time: DEC 29 2022  
 By: crisdel 10:29 am  
 Ref. no. DM 1038, s. 2022

28 December 2022

**DIVISION MEMORANDUM**  
 DM No. 1038, s. 2022

**DEADLINE OF SUBMISSION OF LIQUIDATION REPORTS FOR FY 2022  
 SERVICE RECOGNITION INCENTIVE (SRI) CASH ADVANCE**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section Heads  
 Secondary School Heads of Implementing Units (IUs)  
 Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)  
 All Others Concerned

1. In line with the DepEd Memorandum issued December 19, 2022, entitled Advisory on the Grant of FY 2022 Service Recognition Incentive (SRI), this office informs the requirements for liquidation reports of SRI Cash Advance:
  - a. Withdrawal Slip
  - b. Disbursement Voucher (DV) – 3 copies
  - c. Obligation and Request Status (ORS) – 3 copies
  - d. Signed Payroll – 3 copies
2. Please be informed of the following crediting amounts of SRI cash advance:

	<b>SERVICE RECOGNITION INCENTIVE (SRI)</b>	<b>AMOUNT</b>
a	First batch release	P9,000.00
b	Second batch release	P6,000.00

3. Deadline of submission of the liquidation reports for both SRI batch release are as follows:
 

**Sub-Offices                    -on or before January 12, 2023**  
**Division Office                -on or before January 13, 2023**
4. In order to track the submission of liquidation reports, all documents shall be submitted at **Records Section in the Division Office or any of the three Sub-Offices where the School is near or clustered**. Document Tracking System (DTS) control number shall be placed on the documents submitted. In reiteration, submission of

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liquidation reports directly to Internal Auditors/ADAS III in-charge is highly discouraged.

5. Immediate dissemination and strict compliance of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

accmrg12/28/2022

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