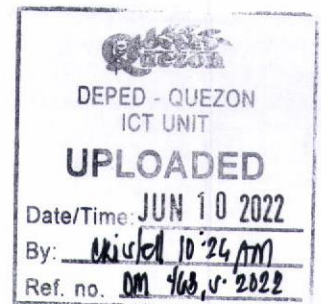




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 June 2022

DIVISION MEMORANDUM

DM No. 463, s. 2022

SUBMISSION OF PERTINENT DOCUMENTS OF ALL TEACHING AND NON- TEACHING PERSONNEL FOR THE PAYMENT OF LOYALTY PAY FOR CY 2022 (JANUARY 2022 TO JUNE 2022)

To: Assistant Schools Division Superintendents,
Public Schools District Supervisors,
Elementary and Secondary School Heads/OICs/TICs,
OSDS/SGOD/CID Personnel
All Others Concerned

1. This Office is now accepting pertinent documents for the List of Teaching and Non-Teaching Personnel entitled for the grant of Loyalty Pay CY 2022. Only those personnel who were employed in the service for the years 1967,1972,1977,1982,1987,1992,1997,2002,2007,2012 are hereby advised to submit not later than June 17, 2022, the following:
 - a. Disbursement Voucher (3 copies)
 - b. Duly Accomplished Payroll
 - c. Service Record
 - d. Photocopy of Appointment
 - e. Payslip (to determine the Account Number)

2. As stipulated in CSC Memorandum Circular No. 6, s. 2002 and circularized through DepEd Order No. 53, s. 2003, DepEd Memorandum No. 153, s. 2015 and amended by DepEd Order No. 54, s. 2015, the following guidelines shall be considered in determining the grant of Loyalty Cash Award, viz:
 - a. The official or employee must have rendered at least ten (10) years and every five (5) years thereafter, of continuous and satisfactory service in the government.

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- b. An official or employee who incurred an aggregate of **not more than fifty (50) days** authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for the purposes of granting the loyalty pay.
 - c. In the same way, an official or employee who incurred an aggregate of **not more than twenty-five (25) days** authorized vacation leave without pay within the 5- year period may qualify for the 5-year milestone loyalty cash award.
 - d. Continuous or satisfactory services in government for purposes of granting the said benefit shall include services in one or more government agencies without any gap.
3. Those officials/employees who completed the first ten (10) years and every five (5) years thereafter of continuous and satisfactory service in the government **that falls on the dates between January to June 2022 shall be processed.**
4. For compliance, guidance and wide dissemination.

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

Perme06/09/2022

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