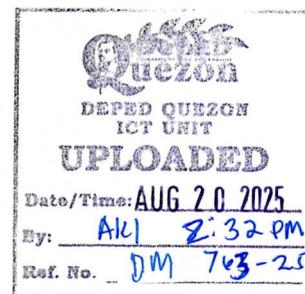




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 August 2025

DIVISION MEMORANDUM

DM No. 763, s. 2025

SUBMISSION OF PERTINENT DOCUMENTS OF ALL TEACHING AND NON- TEACHING PERSONNEL FOR THE PAYMENT OF LOYALTY PAY FOR CY 2025

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Public Schools District Supervisors
Public Elementary and Secondary Schools
All Others Concerned

1. This Office is now accepting pertinent documents for the List of Teaching and Non Teaching Personnel who are entitled for the grant of Loyalty Pay CY 2024. Only those personnel who were employed in the service for the years 1970, 1975, 1980, 1985, 1990, 1995, 2000, 2005, 2010, 2015 are hereby advised to submit not later than **August 27, 2025**, the following:
 - a. Disbursement Voucher (4 copies)
 - b. Duly Accomplished Payroll (per school only)
 - c. Updated Service Record
 - d. Photocopy of Appointment (where the date is the starting count of the loyalty pay)
 - 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. Effective January 1, 2002, continuous or satisfactory services in government for purposes of granting loyalty pay shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to January 1, 2002 shall not be considered for the purposes of granting the loyalty award.
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 from January to August 2025** may now submit their voucher and payroll with supporting documents those whose anniversaries **fall from September to December 2025** shall wait for the release of separate Memorandum regarding the submission of their pertinent documents for the said benefits.
4. Wide and immediate dissemination of this Memorandum is desired.

For:
ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

By:
MARIA DOLORES D. ATIENZA
Administrative Officer V

Perjcsr08/18/2025

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