




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


DEPED - QUEZON
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30 September 2022

OFFICE MEMORANDUM
OM No. 117, s. 2022

**REVIEW FOR POSSIBLE ADJUSTMENTS OF THE PROCESSING OF LOYALTY PAY,
MONETIZATION, NOTICE OF STEP INCREMENT (NOSI), WORLD TEACHERS' DAY,
AND PERFORMANCE - BASED BONUS (PBB) FOR MORE EFFECTIVE
AND EFFICIENT SERVICE DELIVERY**

To : Head, Personnel Section
All Others Concerned

The Schools Division of Quezon, in its desire to sustain the provision of quality services to its internal and external customers, enjoins your team to revisit for possible adjustments the processing of loyalty pay, monetization, notice of step increment (NOSI), world teachers' day, and performance - based bonus (PBB) for more effective and efficient service delivery.

Consideration of Republic Act (RA) No. 11032 - Ease of Doing Business and Efficient Government Service Delivery Act of 2018 should be given importance in the revision of the aforementioned processes. Likewise, provision of soft copies needed for the careful examination of documents should be provided by your office to the Accounting Section to expedite the pre-auditing process.

Result of the review of the above mentioned processes should be submitted to this Office not later than October 14, 2022.

This is for your strict compliance.

ELIAS A. ALICAYA, JR. EdD
OIC-Office of the Schools Division Superintendent

sds/QMR09/30/22
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