



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 106, s. 2024

APR 15 2024

GRANT OF LOYALTY CASH GIFT FOR FY 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary (Non-IU) School Heads
All others concerned

1. Pursuant to DepEd Order No. 54, s. 2015 and CSC MC No. 06, s. 2002, the loyalty cash award is granted to all officials and employees who has completed at least ten (10) years, and every five years thereafter, of **continuous** and **satisfactory** service in the government.

2. The eligibility of an employee for a particular milestone year for the grant of Loyalty Cash Gift for FY 2023 shall be determined based on the following:

Milestone	Date of Appointment
10 th year	- on or before November 29, 2014
15 th year	- on or before November 28, 2009
20 th year	- on or before November 28, 2004
25 th year	- on or before November 30, 1999
30 th year	- on or before November 30, 1994
35 th year	- on or before November 30, 1989

3. In this connection, all school-based employees eligible to receive the loyalty cash gift, through their respective School Heads, shall submit the following documents to the Division Records Section not later than **17 May 2024** for the processing of the request of funds:

A. Summary of Eligible Employees (Annex A) – 2 copies, with the following attachments

a. **Service Record (as of April 30, 2024)** *Note: Continuous service means that the employee has not incurred any of the following during the milestone period:*

1. Suspension regardless of the number of days;
2. An aggregate of more than 50 days of unauthorized vacation leave without pay within the 10-year period;
3. An aggregate of more than 25 days of unauthorized vacation leave without pay within the 5-year period;



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4. Resignation/Retirement and non-renewal of casual/temporary/contractual appointment for five days and above
- b. **Copy of Permanent Appointment (CSC Attested);** *Note: The appointment must reflect the CSC Attestation signed by a CSC Personnel Specialist or shows a notation which reads "Pinagtibay Alinsunod sa Resolusyon ng Serbisyo Sibil..."*
 - c. **Certificate of Non-payment from previous office** (transferee), if applicable.
 - d. **Certificate of Performance Ratings for the Years Covered by the milestone period.**
4. Pursuant to the provision of the Commission on Audit Circular No. 2013-003A dated September 18, 2013, hereunder are the loyalty cash gift rates that an eligible employee may receive subject to the availability of funds:
- | | | |
|-----------------------|---|------------------------------|
| 10 th year | - | from P5,000.00 to P10,000.00 |
| 15 th year | - | from P2,500.00 to P5,000.00 |
| 20 th year | - | from P2,500.00 to P5,000.00 |
| 25 th year | - | from P2,500.00 to P5,000.00 |
| 30 th year | - | from P2,500.00 to P5,000.00 |
| 35 th year | - | from P2,500.00 to P5,000.00 |
| 40 th year | - | from P2,500.00 to P5,000.00 |
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Annex A

Department of Education
 Region VI-Western Visayas
 Schools Division of Kabankalan City
(NAME OF SCHOOL)

**LIST OF SCHOOL-BASED EMPLOYEES ELIGIBLE TO RECEIVE THE
 LOYALTY CASH GIFT FOR FY 2024**

No.	Name (Last Name, First Name, MI)	Position	Date of Original Appointment	No. of Years in Service	LBP Account Number
1					
2					
3					

Schools with AO II

Prepared by:

Certified Correct:

Name and Signature of AO II

Name and Signature of School Head

Schools without AO II

Prepared and Certified Correct:

Name and Signature of School Head



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