



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

**DIVISION MEMORANDUM**

No. 457, s. 2023

DEC 15 2023

**RELEASE OF SERVICE RECOGNITION INCENTIVE FOR FY 2023**

To: OIC Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the issuance of Administrative Order No. 2 Re: Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023 by His Excellency President Ferdinand R. Marcos, Jr., the Department of Education shall release a one-time grant of Eighteen Thousand Pesos Only (Php 18,000.00) per eligible employee through a cash payout.
2. In this regard, all eligible personnel are informed of the following:
  - a. The target date of release or cash pay-out shall be on **December 19, 2023 beginning 1:00 in the afternoon**, subject to the cash availability of Land Bank of the Philippines on that said date. Should there be any changes in the scheduled release, it shall be communicated immediately through existing social media platforms and SDO Kabankalan FB Page.
  - b. There will be seven (7) teams of personnel who will take charge of the payout as special disbursing officers for District I, II, III, IV, V, Secondary Implementing Units, and Secondary Non-Implementing Units. Composition of the teams including the crowd control and emergency units is in **Enclosure No. 1**.
  - c. All SDO personnel shall claim their SRI at the Cash Unit.
  - d. **As per BIR rules and regulations, the SRI is taxable starting at SG 14-Step 8 up to SG 26.** Schedule of tax computation is in **Enclosure No. 2**. Employees whose SRI is taxed is advised to prepare loose change for smoother payout.
  - e. The venue for the release of SRI will be at the Conference Room, New Division Office Building. The SDO lobby in the ground and second floor and the ERAMS Maranon-Zayco Building will be the designated waiting area.
  - f. All personnel are hereby reminded that the payroll was prepared based on the RPSU Billing, therefore, to determine your districts, kindly check your payslip for the current month. **Further, all claimants must bring their IDs, preferably the GSIS UMID.**
  - g. Personnel who cannot claim their SRI due to valid reasons on the abovementioned date may claim the same during official office hours.
3. For information and guidance of all concerned.

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



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*Enclosure No. 1 to Division Memorandum No. 457, s. 2023*

**District I**

Decca Marie Brosoto	AO II	Special Disbursing Officer
Maria Karla Adrienne Sailo	ADAS III	Assistant

**District II**

Chenee Bravo	AO II	Special Disbursing Officer
Janine Denise Felicano	AO II	Assistant
MARites Caceres	AO II	Assistant

**District III**

Gilbert Biaco	AO II	Special Disbursing Officer
Jezza Meir Estampador	AO II	Assistant
Seaia Raiza Limaco	ADAS II	Assistant

**District IV**

Geraldine Gimotea	AO II	Special Disbursing Officer
Katherine Jo Rufano	ADAS III	Assistant
Andrew Marie Obidos	ADAS II	Assistant

**District V**

Keith Alvin Ga	AO II	Special Disbursing Officer
Ira Chriscia Sarabia	AO II	Assistant
Raylin Granzo	ADAS III	Assistant

**Secondary Implementing Units**

Mary Ann Guanzon	ADAS II	Special Disbursing Officer
Dawn Angeli Caldino	ADAS II	Assistant
Sharon Rose Montoyo	AO II	Assistant

**Secondary Non-Implementing Units**

Fernando Jade Jr.	AO II	Special Disbursing Officer
Rebecca Otanez	ADA VI	Assistant
Grenny Lyn Garaygay	ADA VI	Assistant

**Division Office**

Janelyn Grace Toresis	AO II	Division Cashier-Designate
Johanna Gatoc	ADA VI	Assistant
Berna Mae Guiriba	ADAS III	Assistant
Aileen Shane Decena	ADAS III	Assistant

**Crowd Control Unit**

Arnold S. Magdaet	AO V	Team Leader
Spencer Orcena	ADAS III	Assistant
Alfred Otea	ADAS III	Assistant
Rey Francis Ejar	ADAS III	Assistant

**Emergency Unit**

Rictee Resano	PDO II (DRRM)	
Health and Nutrition Unit		



## Enclosure No. 2

SERVICE RECOGNITION INCENTIVE FY 2023		
2023		WITHHOLDING TAX
SALARY GRADE	STEP	
SG 11	S1	-
SG 12	S1	-
SG 13	S1	-
SG 14	S8	102.30
SG 15	S1	185.70
	S2	299.10
	S3	452.92
	S4	707.20
	S5	864.00
	S6	1,022.80
	S7	1,183.60
	S8	1,346.80
SG 16	S1	1,468.80
	S2	1,635.20
	S3	1,803.60
	S4	1,974.00
	S5	2,146.80
	S6	2,321.60
	S7	2,498.80
	S8	2,677.60
SG 17	S1	2,812.00
	S2	2,995.20
	S3	3,180.40
	S4	3,368.00
	S5	3,558.00
	S6	3,600.00
	S7	3,600.00
	S8	3,600.00
SG 18	S1-S8	3,600.00
SG 19	S1-S8	3,600.00
SG 20	S1-S8	3,600.00
SG 21	S1-S5	3,600.00
	S6	3,603.58
	S7	4,252.16
	S8	4,500.00
SG 22	S1-S8	4,500.00
SG 23	S1-S8	4,500.00
SG 24	S1-S8	4,500.00