



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

DIVISION MEMORANDUM

No. 463, s. 2023

DEC 19 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 457 RE: 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 Division Memorandum No. 457, s. 2023 Re: Release of Service Recognition Incentive for FY 2023, please be informed of the hereunder supplementary information:

Jane Marie C. Oyog AO II (Payroll) Assistant (District I)

2. Further, in the exigency of the service, should the payout exceed the normal working hours of this office, all personnel in-charge of the release of SRI Incentives including those in the crowd control and emergency unit (DRRM and HNU) shall be granted compensatory time-off equivalent to the number of hours rendered for overtime subject to Civil Service Commission Rules and Regulations.

3. Immediate dissemination of and compliance with this memorandum are desired.


CECILIA G. ABELLO PhD
Chief Education Supervisor
School Governance and Operations Division
In-Charge of the Division