



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

DIVISION MEMORANDUM

No. 464, s. 2023

DEC 19 2023

**RELEASE OF GRATUITY PAY TO CONTRACT OF SERVICE
AND JOB ORDER WORKERS ENGAGED BY THE
SDO-PROPER AND NON-IMPLEMENTING UNITS
FOR FY 2023**

To: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
School Heads of Non-Implementing Elementary and Secondary Schools
All Others Concerned


1. Relative to the issuance of Administrative Order No. 13 Re: Authorizing the Grant of Gratuity pay to Contract of Service and Job Order Workers in Government for Fiscal Year 2023 by His Excellency President Ferdinand R. Marcos, Jr. the Department of Education shall release a one-time grant of Five Thousand Pesos Only (Php 5,000.00) per eligible COS and JO Worker through a cash payout.

2. In this regard, all eligible COS and JO Workers engaged by the SDO-Proper and Non-Implementing Units are informed of the following:

- a. The target date of release or cash pay-out shall be on **December 21, 2023 beginning 1:00 in the afternoon**, subject to the cash availability of Land Bank of the Philippines on that same date. Should there be any changes in the scheduled release, it shall be communicated immediately through existing social media platform and SDO Kabankalan FB page.
- b. All claimants **must bring their IDs** in claiming their Gratuity Pay at the Cash Unit.
- c. Claimants who cannot claim their gratuity due to valid reasons on the abovementioned date may claim the same on other work days during official office hours.

3. The concerned School Heads are requested to inform their respective eligible COS and JO Workers of the abovementioned schedule and requirement.

4. For information and guidance of all concerned.


MICHELL L. ACOYONG, CESO VI
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