



Republic of the Philippines
 Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
 Tayum St., Brgy 8, Kabankalan City, Negros Occidental
 Tel. No. (034) 471-2003 / (034) 471-2454



October 12, 2020

DIVISION MEMORANDUM
 No. 177, s. 2020

GRANT OF LOYALTY CASH GIFT

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Public Schools District Supervisor
 Elementary and Secondary School Heads
 All 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. In connection to this, all schools with qualified employees entitled to loyalty cash award for the year 2020 shall submit the following documents to the **Administrative Unit – Payroll Section not later than October 30, 2020**:
 - a. Summary of Qualified Employees (Annex A) - 2 copies
 - i. Service Record
 - ii. Permanent Appointment
 - iii. Certificate of non-payment from previous office (for transferee)
3. Date of Appointment Qualified for Loyalty Cash Gift:

Milestone Year	Permanent Appointment
2020	2010, 2005, 2000, 1995, 1990, 1985, 1980

4. Submit through email the softcopy (excel file) of the loyalty cash award summary to mariakarlaadrienne.sailo@deped.gov.ph.
5. For widest dissemination.

(Signature)
PETER J. GALIMBA
 Asst. Schools Division Superintendent
PORTIA M. MALLORCA, Ph. D., CESO V
 Schools Division Superintendent *(Signature)*

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

List of Employees Entitled to Loyalty Cash Award for the Year 2020.

No.	Name (Last Name, First Name, MI)	Position	Date of Original Appointment (mm/dd/yyyy)	No. of Years in Service	LBP Account Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note: LBP Account Numbers already verified by the school head.

Prepared and Certified Correct by:

Noted by:

(Name of School Head)

Principal

(Name of PSDS)

Public Schools District Supervisor

Verified by:

ARNOLD S. MAGDAET

Administrative Officer V