



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

October 4, 2021

DIVISION MEMORANDUM

No. 236, s. 2021

GRANT OF LOYALTY CASH GIFT

To: 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. In connection to this, all schools with qualified employees entitled to loyalty cash award for the year 2021 shall submit the following documents to the Administrative Unit – Records Section not later than **October 15, 2021** for the processing of the request of funds:
 - a. Summary of Qualified Employees (Annex A) – 2 copies
 - i. Service Record
 - ii. Permanent Appointment
 - iii. Certificate of Non-payment from previous office (transferee)
3. The applicable years qualified for the above-mentioned benefit shall be:

Milestone (Year)	Permanent Appointment (Year)
2021	2011, 2006, 2001, 1996, 1991, 1986

4. Widest and immediate dissemination of this memorandum is desired.

PORTIA M. MALLORCA PhD, CESO V
Schools Division Superintendent *PM*



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Annex A

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

LIST OF EMPLOYEES ENTITLED TO LOYALTY CASH GIFT FOR THE YEAR 2021

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

Prepared and Certified Correct:

Noted:

(Name of School Head)

Principal / HT/ TIC

(Name of PSDS)

Public Schools District Supervisor

Verified:

ARNOLD S. MAGDAET

Administrative Officer V