



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 14, 2019

DIVISION MEMORANDUM

No. 232, s. 2019

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 years 2018 and 2019 shall submit the following documents to the accounting office **not later than October 21, 2019** for the processing of the request of funds:
 - a. Payroll for Loyalty Cash Gift (Annex A)
 - b. Summary of Qualified Employees (Annex B)
 - i. Service Record
 - ii. Permanent Appointment
3. Date of Appointment Qualified for Loyalty Cash Gift:

Milestone (Year)	Permanent Appointment (Year)
2018	2008, 2003, 1998, 1993, 1988, 1983
2019	2009, 2004, 1999, 1994, 1989, 1984

4. Submit through email the softcopy (excel file) of the loyalty cash award payroll to depedkab.acctg@gmail.com.
5. For widest dissemination.

PORTIA M. MALLORCA, Ph. D., CESO V
Schools Division Superintendent

**LOYALTY CASH AWARD
For the Year 2019**

School Name : _____

Fund Cluster : 101

Payroll No. : _____

Sheet _____ of _____ Sheets

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Serial No.	Name (Last Name, First Name, MI)	Position	Date of Original Appointment (mm/dd/yyyy)	LBP ACCT #	COMPENSATIONS		Net Amount Due	Signature of Recipient
					Loyalty Cash Award	Gross Amount Earned		
1						-	-	
2						-	-	
3						-	-	
4						-	-	
5						-	-	
6						-	-	
7						-	-	
8						-	-	
9						-	-	
10						-	-	
11						-	-	
12						-	-	
13						-	-	
14						-	-	
15						-	-	
16						-	-	
17						-	-	
18						-	-	
19						-	-	
20						-	-	
Total					-	-	-	
A CERTIFIED: Services duly rendered as stated. _____ (Name of School Head) Signature over Printed Name of Authorized Official Date _____				C APPROVED FOR PAYMENT: _____ PORTIA M. MALLORCA, Ph. D., CESO V (Signature over Printed Name) Head of Agency/Authorized Representative Date _____				
B CERTIFIED: Supporting documents complete _____ CLAIRE JOY G. DOÑESA, CPA (Signature over Printed Name) Head of Accounting Division/Unit Date _____				D CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her _____ JUNALYN S. OYOS (Signature over Printed Name) Disbursing Officer Date _____				E ORS/BURS No. : _____ Date : _____ JEV No. : _____ Date : _____

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 2018 and 2019:

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

Prepared by:

Noted by:

(Name of School Head)

Principal

(Name of PSDS)

Public Schools District Supervisor

Verified by:

ARNOLD S. MAGDAET

Administrative Officer V

