



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

ADVISORY
(January 3, 2023)

Pursuant to Administrative Order No. 01 in relation to the Department of Education Memorandum dated December 19, 2022, the field is hereby advised of the following schedules and guidelines on the conduct of payout for FY 2022 Service Recognition Incentives;

1. Schedule of Payout

January 4, 2023	January 5, 2023	January 6, 2023
Las Navas Catubig Mapanas Victoria San Jose Allen Lavezares Catarman Mondragon Silvino Lobos Lope de Vega All Senior High Schools	All Junior High Schools San Isidro Capul Bobon Rosario San Vicente	San Antonio Gamay Lapinig Palapag San Roque Pambujan Laoang Biri

- * Important reminder: PLEASE BRING GOVERNMENT ISSUED VALID ID
- * RELEASING TIME IS FROM 8AM TO 5PM ONLY

- Only DepEd personnel on payroll status are entitled so far for the release of the Service Recognition Incentives (SRI). Other employees, however, whose names are not yet on the official payroll may submit their claims at the Cashier's Office of this Division.
- The cash benefits shall be given directly to the employees.
- Whenever the employee cannot personally claim the said benefit, an immediate member of his/her family may be authorized to claim, secure and receive provided that the authorized person must present his/her valid government issued ID together with a photocopy of the employee's valid ID and an authorization letter duly signed by the DepEd employee.
- If the employee or the immediate member of the family cannot claim the said benefit due to distance, sickness or other meritorious circumstances, a notarized Special Power of Attorney (SPA) must be presented by the School Head authorizing him/her to secure and receive the claim. The SPA however must not exceed to a number of 15 employees only.
- Everyone is instructed to verify his/her name on the list at the entrance gate and secure priority number at the personnel on duty. The releasing officer will not accommodate claimants without priority number.
- Employees claiming the SRI at the Division Office are on official time and travel. A certificate of appearance will be issued thereafter.
- EVERYONE IS ALSO ENCOURAGED TO OBSERVE AND MAINTAIN ORDER AND DISCIPLINE DURING THE PAYOUT.

