



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

DIVISION MEMORANDUM

No. 42 s. 2023

December 20, 2023

**SCHEDULE FOR THE RELEASE OF SERVICE RECOGNITION INCENTIVES
(SRIs) TO EMPLOYEES OF DEPED SDO NORTHERN SAMAR**

To: Assistant Superintendent
Chief Education Supervisors
Unit Heads
District Supervisors/Districts-In-Charge
School Heads of Elementary and Secondary Schools
All Concerned

In compliance with Administrative Order No. 12 series of 2023 dated 07 December 2023 or the *Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023* promulgated by the Office of the President and in relation to the Department of Education Memorandum dated 15 December 2023, the District Heads, School Heads, Teachers, and all Non-Teaching Employees of Schools Division of Northern Samar are directed to observe the following guidelines for the release of the cash incentive:

1. The release of cash incentives will be on **December 22-23 and 28, 2023**;
2. The default mode of distribution of SRIs shall be in cash only;
3. Exception on the cash only mode of distribution shall only be afforded for teachers in far-flung areas and only upon their written request. The SRIs of the concerned teachers may be distributed via their payroll ATMs;
4. To expedite the releasing of cash incentives there shall be **fourteen (14)** designated releasing centers to be located at Catarman I Central School and Catarman SPED Center, Catarman, Northern Samar, **except for employees of autonomous schools whose release will be directly at their school**;

(Refer to the attached schedule for releasing of cash incentive)

5. The grant of SRI shall be subject to the conditions provided for in Sec. 2 of Administrative Oder No. 12, s. 2023. Other employees, however, whose



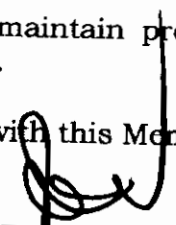

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names are not yet on official payroll may submit their claims at the Payroll Unit of this Division;

6. As much as possible, the cash incentive shall be claimed by the employee himself/ herself by presenting valid government issued identification card bearing his/her signature;
7. Whenever the employee cannot personally claim the said cash incentive, she/he may authorize someone to claim for and on his/her behalf, provided that the authorized person/ agent will present Special Power of Attorney (SPA) together with one (1) valid government issued identification card (please secure also a photocopy) of the said authorized person/ agent and the principal (person who execute the authorization);
8. Travel for non-teaching personnel who will be in-charge for releasing of the cash incentives are on official time;
9. Only employees who belong to the schools/ districts schedule to specific time and date shall be entertained;
10. Catarman SPED Center gate and Catarman I Central School Gate shall be designated as ENTRANCE and EXIT of employees claiming their cash incentive; and
11. There shall be personnel who will be designated as information officer situated at the entrance to facilitate questions and/or concerns from employees claiming for cash incentives; and
12. Everyone is advised to observe and maintain proper order and discipline during the releasing of cash incentives.

Immediate dissemination of and compliance with this Memorandum is directed.


GAUDENCIO C. ALJIBE, JR, PhD, CESO VI
OIC-Schools Division Superintendent 

Enclosure No ____ to Division Memorandum No. ____ s, 2023

DETAILED SCHEDULED RELEASING OF SRI FOR Day 1 (December 22, 2023)

Releasing Center	Releasing Supervisor	Support Personnel	District/Secondary/SHS	Time	Surname of Teachers/Employees
1	Teresita Acibar	Myra Lyn Lobos Cristita Elleta Darrybert Custorio Lucito Domalaon	Pambujan Districts	8-9:00am	Abo-Ba
				9-10:00am	Bal-Ce
				10-11:00am	Cer-Fo
				11-12:00pm	Fra-La
				12-1:00pm	-break-
				1-2:00pm	Lag-Ma
				2-3:00pm	Mab-Pe
				3-4:00pm	Pel-Si
				4-5:00pm	Sie-Vi
3	Nenita Aseo	Angel Echaluze Gretche Zabala Roy Gaspar Andre Galias	Las Navas District	8-9:00am	Aba-Ba
				9-10:00am	Bal-Cr
				10-11:00am	Cu-ES
				11-12:00pm	Fe-La
				12-1:00pm	-break-
				1-2:00pm	Lag-Ne
				2-3:00pm	Neb-Pa
				3-4:00pm	Pe-Sa
				4-5:00pm	Sal-Za
4	Nenita Aseo	Kisha Mae Ultra Ma. Teresa Ronato Andre Galias Roberto Magdaraog	Mapanas District	8-9:00am	Abo-Cal
				9-10:00am	Cap-Gom
				10-11:00am	Gor-Or
				11-12:00pm	Ori-Vil

5	Sailyn Nuguit	Alden Echaluze Jowild Estillero Abegail Gloton Janice Domasig Marben Argenio Gerardo Tanseco	Junior High School	8-9:00am	Aba-Ad
				9-10:00am	Ada-Al
				10-11:00am	Alc-Ar
				11-12:00pm	Ari-Ba
				12-1:00pm	-break-
				1-2:00pm	Bal-Ba
				2-3:00pm	Bar-Bre
				3-4:00pm	Bro-Ca
				4-5:00pm	Cal-Ca
				8-9:00am	Cas-Ch
				9-10:00am	Chi-Da
10-11:00am	Dal-De				
11-12:00pm	Del-Do				
12-1:00pm	-break-				
1-2:00pm	Dor-En				
2-3:00pm	Ena-Fa				
3-4:00pm	Faj-Ga				
4-5:00pm	Gal-Go				
6	Sailyn Nuguit	Sheryl Ann Calimlim Joan Lutao Ma. Jennilyn Mejos Ruel Madulid Ma. Nesly Santiago Emmanuel Patilan	Junior High School	8-9:00am	Ab-Ba
				9-10:00am	Bas-Ce
				10-11:00am	Ch-En
				11-12:00pm	Es-Ja
				12-1:00pm	-break-
				1-2:00pm	Jao-Mi
				2-3:00pm	Mir-Ped
				3-4:00pm	Pic-Ta
				4-5:00pm	Tag-Zu
				8-9:00am	Ab-Con
				9-10:00am	Cor-Ge
10-11:00am	Ger-Mo				
11-12:00pm	Mor-Yu				
12-1:00pm	-break-				
1-2:00pm	Ac-Ca				
7	Jason Chan	Velveth Chan Jomila Nuguit Ricardo Plaza Diza Calvo Janice Domasig Joel Sumayop	Bobon District	8-9:00am	Ab-Con
				9-10:00am	Cor-Ge
				10-11:00am	Ger-Mo
				11-12:00pm	Mor-Yu
				12-1:00pm	-break-
				1-2:00pm	Jao-Mi
				2-3:00pm	Mir-Ped
				3-4:00pm	Pic-Ta
				4-5:00pm	Tag-Zu
				8-9:00am	Ab-Con
				9-10:00am	Cor-Ge
10-11:00am	Ger-Mo				
11-12:00pm	Mor-Yu				
12-1:00pm	-break-				
1-2:00pm	Ac-Ca				
11	Farah Arcebucho	Dave Gallano Carlito Espano Evelyn Alta Jame Jude Mollejon Esrom Adlawan	Mondragon Districts	8-9:00am	Ab-Con
				9-10:00am	Cor-Ge
				10-11:00am	Ger-Mo
				11-12:00pm	Mor-Yu
				12-1:00pm	-break-
				1-2:00pm	Ac-Ca

				2-3:00pm	Cas-Ga
				3-4:00pm	Gal-No
				4-5:00pm	Oc-Ya
12	Farah Arcebuche	Cristina S. Boleche Merlanie Villaflores Angelica Janelou Andales Nila Simangan Ruby Aleria Jose Loberiano	Silvino Lubos Districts	8-9:00am	Ab-Ch
				9-10:00am	Ci-Gi
				10-11:00am	Gu-Re
				11-12:00pm	Rev-Ye
13	Juana Carlota Dela Rosa	Vanessa Love Lacsamana Renante Liban Grace Dela Torre Jennifer Dela Torre Christian Sumayop	Palapag Districts	8-9:00am	Ab-Ch
				9-10:00am	Ci-Go
				10-11:00am	Gor-Pa
				11-12:00pm	Paj-Za
				12-1:00pm	-break-
				1-2:00pm	
				2-3:00pm	
				3-4:00pm	
				4-5:00pm	

Enclosure No ____ to Division Memorandum No. ____ s, 2023

DETAILED SCHEDULED RELEASING OF SRI FOR Day 2 (December 23, 2023)

Releasing Center	Releasing Supervisor	Support Personnel	District/Secondary/SHS	Time	Surnames Teachers/Employees
1	Teresita Acibar	Myra Lyn Lobos Cristita Elleta Darrybert Custorio Lucito Domalaon	San Roque	8-9:00am	Ab-Ch
				9-10:00am	Chi-La
				10-11:00am	Lag-Pa
				11-12:00pm	Pe-Vi
2	Teresita Acibar	Ma. Neseth Uy Jennifer Uy Marigrace Marquita Kim De la Rosa	Laoang I & II District	8-9:00am	Ac-Ce
				9-10:00am	Cer-Gu
				10-11:00am	Gui-Pa
				11-12:00pm	Par-Yu
				12-1:00pm	-break-
				1-2:00pm	Ac-Ca
				2-3:00pm	Ca-Ga
				3-4:00pm	Gal-Me
				4-5:00pm	Mu-Yu
			Laoang III District	8-9:00am	Ac-Ba
				9-10:00am	Bal-Ce
				10-11:00am	Cer-Ej
				11-12:00pm	En-He
				12-1:00pm	-break-
				1-2:00pm	Hi-Li
				2-3:00pm	Ll-On
				3-4:00pm	Op-Ru
				4-5:00pm	Rug-Yu

4	Nenita Aseo	Kisha Mae Ultra Ma. Teresa Ronato Andre Galias Roberto Magdaraog	Catubig Districts	8-9:00am	Ac-Co
				9-10:00am	Cr-Gl
				10-11:00am	Go-Pi
				11-12:00pm	Pin-Za
				12-1:00pm	-break-
				1-2:00pm	Ac-De
				2-3:00pm	Dea-Lu
				3-4:00pm	Ma-Pi
				4-5:00pm	Pl-Za
5	Sailyn Nuguit	Alden Echaluze Jowild Estillero Abegail Gloton Janice Domasig Marben Argenio Gerardo Tanseco	Junior High School	8-9:00am	Gom-Hi
				9-10:00am	Hir-Jo
				10-11:00am	Jom-Le
				11-12:00pm	Lea-Lo
				12-1:00pm	-break-
				1-2:00pm	Lon-Ma
				2-3:00pm	Mar-Mo
				3-4:00pm	Mon-Mu
				4-5:00pm	Na-Ol
6	Sailyn Nuguit	Sheryl Ann Calimlim Joan Lutao Ma. Jennilyn Mejos Ruel Madulid Ma. Nesly Santiago Emmanuel Patilan	Junior High School	8-9:00am	Oli-Pa
				9-10:00am	Paj-Pe
				10-11:00am	Pel-Po
				11-12:00pm	Pol-Re
				12-1:00pm	-break-
				1-2:00pm	Rec-Sa
				2-3:00pm	Sal-So
				3-4:00pm	Sos-Te
				4-5:00pm	Ten-Zo
7	Jason Chan	Velveth Chan Jomila Nuguit Ricardo Piazza Diza Calvo Janice Domasig Joel Sumayop	Senior High School	8-9:00am	Ab-Al
				9-10:00am	Alm-Ba
				10-11:00am	Bal-Br
				11-12:00pm	Bu-Ca
				12-1:00pm	-break-
				1-2:00pm	Cas-Da

				2-3:00pm	Dac-Do	
				3-4:00pm	Don-Fl	
				4-5:00pm	Flo-Gl	
			Senior High School	8-9:00am	Glo-La	
				9-10:00am	Lag-Lo	
				10-11:00am	Loy-Me	
				11-12:00pm	Mer-Om	
				12-1:00pm	-break-	
				1-2:00pm	Oma-Po	
				2-3:00pm	Poc-Ro	
				3-4:00pm	Ron-Ta	
				4-5:00pm	Tan-Zas	
11	Farah Arcebuche	Dave Gallano Carlito Espano Evelyn Alta Jame Jude Mollejon Esrom Adlawan		Lope De Vega District	8-9:00am	Ab-CI
					9-10:00am	Co-Gu
			10-11:00am		He-Pe	
			11-12:00pm		Pel-Zu	
12	Farah Arcebuche	Cristina S. Boleche Merlanie Villaflores Angelica Janelou Andales Nila Simangan Ruby Aleria Jose Loberiano	Catarman III & I Districts (including Catarman V & VI)	8-9:00am	Ab-Ca	
				9-10:00am	Cas-Go	
				10-11:00am	Gu-Ol	
				11-12:00pm	Om-Vi	
				12-1:00pm	-break-	
				1-2:00pm	Ad-Ca	
				2-3:00pm	Car-Fl	
				3-4:00pm	Ga-Oc	
			4-5:00pm	On-Ye		
			Catarman IV & II Districts (including Catarman V & VI)	8-9:00am	Ac-Ca	
				9-10:00am	Cas-Ga	
				10-11:00am	Gal-Na	
				11-12:00pm	No-Yr	
				12-1:00pm	-break-	
				1-2:00pm	Ad-Cor	
				2-3:00pm	Cos-Gu	

				3-4:00pm	Ha-Pa
				4-5:00pm	Pas-Yu
13	Juana Carlota Dela Rosa	Vanessa Love Lacsamana Renante Liban Grace Dela Torre Jennifer Dela Torre Christian Sumayop	Gamay I & II Districts	8-9:00am	Ab-Ca
				9-10:00am	Ce-Ja
				10-11:00am	Jag-No
				11-12:00pm	Nu-Vi
				12-1:00pm	-break-
				1-2:00pm	Ab-Ca
				2-3:00pm	Car-Ga
				3-4:00pm	Gal-Me
				4-5:00pm	Mu-Yu
				14	Juana Carlota Dela Rosa
9-10:00am	Cab-Li				
10-11:00am	Lo-Pa				
11-12:00pm	Pal-Yo				
12-1:00pm	-break-				
1-2:00pm					
2-3:00pm					
3-4:00pm					
4-5:00pm					

Enclosure No ____ to Division Memorandum No. ____ s, 2023

DETAILED SCHEDULED RELEASING OF SRI FOR Day 3 (December 28, 2023)

Releasing Center	Releasing Supervisor	Support Personnel	District/Secondary/SHS	Time	Teachers/Employees to be Released
2	Teresita Acibar	Ma. Neseth Uy Jennifer Uy Marigrace Marquita Kim De la Rosa	Biri District	8-9:00am	Ab-De
				9-10:00am	Del-Ho
				10-11:00am	Lam-Qu
				11-12:00pm	Qui-Vas
8	Jason Chan	Cassandra Palermo Joey Calixtro Ma. Gloria Logarta Jomila Zulueta Jay Eliseo Baoy Kerr Pahimnayan	San Vicente District	8-9:00am	Al-Cu
				9-10:00am	Da-Go
				10-11:00am	Gr-Na
				11-12:00pm	Ol-Te
9	Myleen Cuanico	Aljohn Tobes Edilberto Lovino Ma. Lita Eulin Marben Argenio Andrew Palloc	San Isidro, Victoria District	8-9:00am	Ab-Caj
				9-10:00am	Car-Ge
				10-11:00am	Gep-Pa
				11-12:00pm	Pan-Ym
				12-1:00pm	-break-
				1-2:00pm	Ad-Ce
				2-3:00pm	Cen-Gu
				3-4:00pm	Is-Pa
4-5:00pm	Par-Vi				
10	Myleen Cuanico	Cheryl Trinidad Raul Matias Tonog Thelma Tan Kisha Magdaraog Milky Lovella Marino Mark Manalo	San Jose, Capul District	8-9:00am	Ab-Co
				9-10:00am	Cor-Le
				10-11:00am	Li-Na
				11-12:00pm	No-Vi
				12-1:00pm	-break-
				1-2:00pm	Ab-Ca

				2-300pm	Cas-Go
				3-400pm	Gu-Ol
				4-500pm	Om-Vl
14	Juana Carlota Dela Rosa	Cristina Sayawan Marietta Dimple Dugan Jennifer Bernaldez Joseph Lao Contessa Pauline Majerano Joelito Sabilao	San Antonio Districts	8-900am	Ad-Ce
				9-1000am	Co-Fe
				10-1100am	Fer-Ma
				11-1200pm	Mo-Tu
3	Nenita Aseo	Angel Echaluze Gretche Zabala Roy Gaspar Andre Galias	Insular	8-900am	Ab-BI
				9-1000am	Bo-Cu
				10-1100am	Cuy-Es
				11-1200pm	Est-La
				12-100pm	-break-
				1-200pm	Lad-Ma
				2-300pm	Mal-Pa
				3-400pm	Par-Si
4-500pm	Sin-Za				
8	Jason Chan	Cassandra Palermo Joey Calixtro Ma. Gloria Logarta Jomila Zulueta Jay Eliseo Baoy Kerr Pahimnayan	Rosario District	8-9:00am	Al-Ca
				9-10:00am	Ch-Er
				10-11:00am	Ere-Pe
				11-12:00pm	Ped-Za
9	Myleen Cuanico	Cheryl Trinidad Raul Matias Tonog Thelma Tan Kisha Magdaraog Milky Lovella Marino Mark Manalo	Lavezares District	8-9:00am	Ab-Ay
				9-10:00am	Ba-Ca
				10-11:00am	Cag-Di
				11-12:00pm	Din-FI
				12-1:00pm	-break-
				1-2:00pm	Flo-Lu
				2-3:00pm	Ma-Pa

				3-4:00pm	Pe-Sa
				4-5:00pm	Sal-Ya
10	Myleen Cuanico	Cheryl Trinidad Raul Matias Tonog Thelma Tan Kisha Magdaraog Milky Lovella Marino Mark Manalo	Allen Districts	8-9:00am	Ab-Bo
				9-10:00am	Br-Di
				10-11:00am	Diz-FI
				11-12:00pm	Ga-Gra
				12-1:00pm	-break-
				1-2:00pm	Ig-Me
				2-3:00pm	Men-Ot
				3-4:00pm	Pa-Re
				4-5:00pm	Ro-Ym

INFORMATION OFFICERS:

1. Ruvylyn Paulino - Catarman SPED Center
2. Gilda Olmedo - Catarman SPED Center
3. Fe Jayne Baoy - Catarman I Center
4. Madonna Acibar - Catarman I Center

ROVING TEAM:

1. Joseph Gularez - Catarman SPED Center
2. Jerry Ballonico - Catarman I Central
3. Jimmy Tomenio - Catarman I Central

