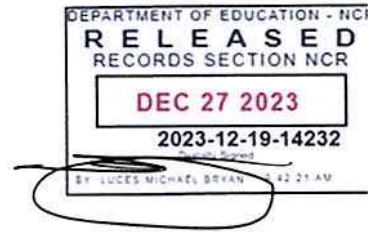




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD No. 1307, s. 2023

TO : Schools Division Superintendents
 Assistant Schools Division Superintendents
 Division Finance Officers
 School Heads
 All Others Concerned

FROM : **JOCELYN DR. ANDAYA** 
 Director IV

SUBJECT : REMINDERS IN RELATION TO THE RELEASE OF FY 2023
 SERVICE RECOGNITION INCENTIVE (SRI)

DATE : December 21, 2023

1. Enclosed is copy of **MEMORANDUM OUR-2023-2023-0754** dated to the December 18, 2023, for the above-captioned subject.
2. Relative thereto, **all concerned offices must have liquidated all 2022 SRI advances and Cash Advances for 2023 SRI** payments should be liquidated on **or before January 30, 2024.**
3. Immediate dissemination and compliance to this Memorandum is desired.

Encl.: As stated



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

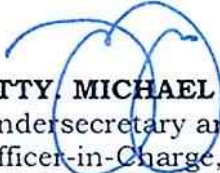
Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0754

TO : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL FINANCE OFFICERS
ALL OTHERS CONCERNED

FROM :  **ATTY. MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : REMINDERS IN RELATION TO THE RELEASE OF FY 2023
SERVICE RECOGNITION INCENTIVE (SRI)

DATE : DECEMBER 18, 2023

This is in reference to Administrative Order (AO) No. 12 which authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2023 at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00) for each qualified employee of the national government.

DepEd shall provide a rate of Eighteen Thousand Pesos (P18,000.00) SRI per eligible employee.

In relation to this, this is to provide the following reminders on the release of the same:

1. **Ensure all concerned offices have liquidated all 2022 SRI cash advances; and**
2. **Cash advances for 2023 SRI payments should be liquidated on or before January 30, 2024.**

For strict compliance and guidance.

Thank you.