



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DIVISION MEMORANDUM
OSDS-2023-0132

To: All Public Schools District Supervisors
All Elementary and Secondary School Heads
All School Administrative Personnel
All Concerned Personnel

From: The Office of the Schools Division Superintendent

Subject: Schedule and Instructions Relative to the Release of Service Recognition Incentive (SRI) to All Government Employees

Date: December 19, 2023

Relative to Administrative Order No. 12 s. 2023, Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023 amounting to Eighteen Thousand Pesos (P 18,000.00), this Office announces the release of the said amount on **December 21, 2023**. Releasing shall start at **7:30 in the morning**.

The said incentive shall be paid through cash to the DepEd qualified employees. Each employee must bring his/her DepEd ID and must provide the releasing personnel with his/her employee number to facilitate the release. The said ID shall be presented to the Guard on duty upon entering the Division Office.

It is advised to please refrain from wearing caps, bringing backpacks, umbrellas, bottled waters and other sharp objects upon entering the vicinity of the Office. We strongly advise everyone to refrain from bringing children, and other company to minimize possible congestion. Please be advised further that all vehicles cannot be accommodated inside the compound of the Division Office. For safety and security reasons, we strongly encourage to not park your vehicle inside the compound. Moreover, the roadside shoulder fronting the guardhouse SHALL be used as DROP-OFF ONLY and not as a parking area.

Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

Please be guided accordingly.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

