



Republic of the Philippines
Department of Education
Region I
Schools Division Office
San Carlos City, Pangasinan



DIVISION MEMORANDUM
DM-2023- 448



**TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned**

FROM: SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

SUBJECT: Releasing of Service Recognition Incentives (SRIs)

DATE: December 21, 2023

PARTICULARS

1. In compliance with Administration Order No. 12, s. 2023, Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023 as promulgated by the Office of the President of the Philippines, this Office hereby announces the release of cash incentives to qualified SDO San Carlos City employees to wit:

a. The SRI shall be released to the school head of each school who in turn shall be responsible in releasing the same to the school personnel. SDO personnel on the other hand shall receive their SRI from the Finance Unit.

b. The SRI shall be released to schools at the Don Federico Mandapat Sports Complex on December 21, 2023 at 2:00 PM onwards following the order below:

- b.1 District IVA and IV B (2:00 - 2:30)
- b.2 District IIIA and III B (2:30 - 3:00)
- b.3 District VA (except SEPNAS) and VB (3:00 - 3:30)
- b.4 District IIA and IIB (3:30 - 4:00)
- b.5 District IA and IB (4:00 - 4:30)

2. The school heads are requested to be at the releasing area promptly.

3. For information, guidance, and reference.



Address: Roxas Blvd., San Carlos City, Pangasinan
Tel. No./Fax No.: (075) 632-3293
Email Address: sdosancarloscity@gmail.com
sancarlos.city1@deped.gov.ph

