
	<i>Department of Education</i> <b>Region III</b> <b>DIVISION OF PAMPANGA</b> <b>City of San Fernando</b> High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000 Website: www.depedpampanga.com   Email: pampanga@deped.gov.ph Tel.: (045) 435-7404   Fax: (045) 435-2728		Document Code: SDOPAMP-QF-OSDS-002
	<b>DIVISION MEMO NO. <u>577</u> S. 2018</b>		Revision : 00 Effectivity Date: May 8, 2018 Name of Office: ACCOUNTING UNIT

To : Assistant Schools Division Superintendent – Elementary  
 Assistant Schools Division Superintendent – Secondary  
 Public Schools District Supervisors  
 School Heads of Public Elementary, Junior and Senior High Schools  
 Chief – School Governance and Operations Division  
 Chief –Curriculum Implementation Division  
 All Unit Heads  
 All Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : **ANNIVERSARY BONUS**

Date : November 15, 2018

You may now prepare your payroll for the processing of **ANNIVERSARY BONUS** for the **CY 2018**.

**GUIDELINES ON THE PRESENTATION OF CLAIMS FOR THE ANNIVERSARY BONUS FY 2018:**

- a. **Obligation Slip** (4 copies)
- b. **Disbursement Voucher** (5 copies)
- c. **PAYROLL** (4 copies using the DO provided format)
- d. **SOFT COPY OF PAYROLL (CD)**
- e. **Submit in separate CD to Cashier's Unit the "FINDES"**

The **Anniversary Bonus** is equivalent to **3,000.00** and shall be given to entitled personnel subject to the following conditions:

1. Have rendered atleast 1 year of service as of June 23, 2018
2. Not on absence without leave (AWOL) as of June 23, 2018
3. Still in the service as of June 23, 2018
4. Not found guilty of any offense in connection with their work during the 5 year interval June 23, 2013 to June 23, 2018

**NOTE:**

1. Kindly **SEPARATE** the **PAYROLL** for **TEACHING** and **NON TEACHING PERSONNEL**. (applicable for District – Elem ONLY)
2. For **Secondary Junior High Schools**, Year End BONUS shall be **STRICTLY BASED** on the **PLANTILLA** of school. (Do not include Teaching or Non-Teaching Personnel currently deployed only in the School)
3. For **Secondary Senior High Schools**, Year End BONUS shall be **SCHOOL BASED**, all Teaching and Non-Teaching currently deployed in the School. (Do not include Personnel currently deployed in the School wherein their plantilla is under a Fiscal or Non-Fiscal Junior High School)
4. For **Elementary** submission shall be per **District**.

5. For retired, resigned and deceased personnel after June 23, 2018 kindly attached a copy of the Division Clearance, in addition to deceased, kindly attach a clear copy of ATM of the beneficiary and duly notarized waiver of claims. Also kindly separate the payroll for said personnel and shall be submitted per district for Elementary and per School for Secondary.

Kindly submit your payroll to the **ADAS In-Charge** of your liquidation.

For more information, please refer to **Deped Order No. 47 s. 2018**

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**Leonardo D. Zapanta, Ed.D., CESO VI**  
Schools Division Superintendent



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