REGIONAL MEMORANDUM
No. 548, s. 2021

DATA ON THE NUMBER OF CONTRACT OF SERVICE AND JOB ORDER WHO RECEIVED THE FY 2020 GRATUITY PAY

To: Schools Division Superintendents

1. This has reference to the Administrative Order No. 38 last December 28, 2020, which mandates the grant of gratuity pay to eligible Contract of Service (COS) and Job Order (JO) workers in the government.

2. In line with this, the Schools Division Offices (SDOs) are hereby directed to provide the data on the number of COS/JO workers who received the FY 2020 Gratuity Pay and the total amount Gratuity Pay given using the attached template.

3. Considering that this Office will consolidate and monitor the submission of the division offices, kindly submit the duly signed and/or approved form (PDF Format) through the Administrative Division – Personnel Section email: ps.region1@deped.gov.ph on or before June 8, 2021.

4. For information, guidance, and compliance.

For the Regional Director:

RONALD B. CASTILLO
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director

Encl.: Letter of OIC-Director IV Ma. Cecilia Narido dated May 28, 2021
Reference: AO No. 38, s. 2020
To be indicated in the Perpetual Index under the following subject:

GRANT PAYMENT

AD-PS/lgm/RM_FY2020GratuityPay
June 04, 2021
May 28, 2021

UNDERSECRETARY JESUS L.R. MATEO
Planning Service and Field Operations

UNDERSECRETARY ANNALYN M. SEVILLA
Finance Services
Department of Education
DepEd Complex, Meralco Avenue
Pasig City

Dear Undersecretaries Mateo and Sevilla:

ATTENTION:  
MR. ARMANDO C. RUIZ
Director, Finance Service

ATTY. ANNE RACHEL C. MIGUEL
Director, Human Resources and Organizational Development

This is in connection with the issuance of Administrative Order (AO) No. 38,1 last December 28, 2020, which mandates the grant of gratuity pay to Contract of Service (COS) and Job Order (JO) workers in the government.

Section 1 of said AO provides that all COS and JO workers who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of services, as stipulated in their respective contracts, as of December 15, 2020, and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding P3,000.00 each.

Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of December 15, 2020, and whose contracts are still effective as of same date, may also be granted the one-time Gratuity Pay on a pro-rata basis.

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1 Authorizing the Grant of Gratuity Pay for Fiscal Year 2020 To Contract of Service and Job Order Workers in Government.
Furthermore, Section 3 provides that the funds necessary to implement the AO shall be charged against their respective available Maintenance and Other Operating Expenses (MODE) allotment for the same program, activity or project where the compensation of workers engaged through COS and JO are sourced, subject to the approval of the Agency Head.

In this regard, may we request the Department of Education – Office of the Secretary and Attached Agencies to provide us data on the number of COS/JO workers who received the FY 2020 Gratuity Pay and the Total Amount of Gratuity Pay given (sample format per attached Annex A). May we request the DepEd Office of the Secretary (OSEC) – Central Office to facilitate the consolidation of the data for the whole of DepEd OSEC.

We would appreciate receiving your report not later than June 11, 2021.

Thank you very much. God bless!

Very truly yours,

By Authority of the Secretary:

MA. CECILIA M. NARIDO
OIC – Director IV, BMB-F

CC: TERESITA G. MNOZOS
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Director General
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Director IV
Philippine High School for the Arts
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