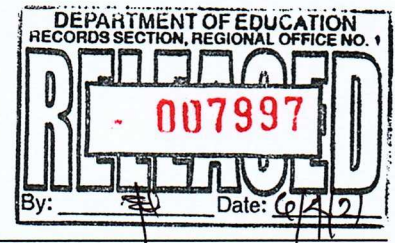




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

JUN 04 2021

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](mailto: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

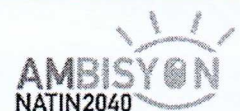
AD-PS/lgm/RM\_FY2020GratuityPay  
 June 04, 2021



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## LIST OF COS/J/O OWRKERS WHO RECEIVED FY 2020 GRATUITY PAY

Division: \_\_\_\_\_

Total number of COS/J/O workers received FY 2020 Gratuity Pay: \_\_\_\_\_

Total amount of Gratuity Pay given: \_\_\_\_\_

NAME	AMOUNT OF GRATUITY PAY RECEIVED	REMARKS

Prepared by: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Noted: \_\_\_\_\_