

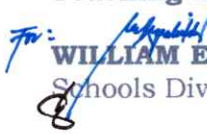


Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**MEMORANDUM:**

**TO:** Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Heads of SDO Functional Areas  
Public Schools District Supervisors/OIC-PSDS  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel

**FROM:** *For:*  WILLIAM E. GANDO, CESO VI  
Schools Division Superintendent

**RE :** SCHEDULE OF RELEASE FOR SERVICE RECOGNITION  
INCENTIVE (SRI) FOR FY 2023

**DATE:** December 19, 2023

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1. Administrative Order No. 12,s.2023 provides for the *Authority for the Grant of Service Recognition Incentive (SRI) to Government for the Fiscal Year 2023* as promulgated by the Office of the President of the Philippines.
2. DepEd Memorandum from DepEd Central Office dated December 15, 2023 provides among others that the distribution of SRI shall commence on December 19, 2023 and the default mode of distribution shall be in cash only with the exception of teachers in far-flung areas and only upon their written request.
3. Considering the amount of time that it would take to prepare and classify those who opted to receive their SRI though ATM which would greatly affect the timely distribution of SRI, DepEd SDO Sorsogon will distribute the SRI for Fiscal Year 2023 **shall be on cash only**.
4. The old districting shall be followed in the distribution of the SRI. Concerned employees are advised to refer to the district appearing in their payslip for guidance. Schedule of the distribution shall be as follows:



Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



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<b>Date</b>	<b>Time</b>	<b>District</b>
December 20, 2023	8:00am to 12:00nn	Bulan South Barcelona
	1:00 pm to 5:00 pm	Gubat North Gubat South Pto. Diaz
December 21, 2023	8:00 am to 12:00 nn	Donsol East Donsol West Castilla East
	1:00 pm to 5:00 pm	Castilla West Matnog
December 23, 2023	8:00 am to 12:00 nn	Casiguran Bulan North
	1:00 pm to 5:00 pm	Irosin Bulusan
December 26, 2023	8:00 am to 12:00 nn	Pilar I Pilar II Sta. Magdalena
	1:00 pm to 5:00 pm	Magallanes North Magallanes South Juban
December 27, 2023	8:00 am to 5:00pm	Junior High School PSDS and Principal
December 28, 2023	8:00 am to 5:00 pm	Senior High School DO Personnel

5. **The schedule provided will strictly be followed by all concerned.** The SRI of employees who fail to come on the schedule provided will be released starting December 29, 2023 onwards. Senior Citizen and PWD will be given a special lane during the release of SRI upon presentation



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- of appropriate Senior Citizen or PWD Identification Card. Pregnant Women shall also be given priority.
6. Widest Dissemination of and compliance to this Memorandum are earnestly desired.
  7. For information and guidance.



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