



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

December 20, 2024

DIVISION MEMORANDUM

No. 302, s. 2024

**SUBMISSION OF DOCUMENTS FOR THE RELEASE OF GRATUITY PAY FOR
CONTRACT OF SERVICE AND JOB ORDER WORKERS IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chiefs – CID, SGOD
PSDSs, OIC-PSDSs
All Functional Area Heads
School Heads
Administrative Officers II in the field
All others concerned

1. By virtue of Administrative Order No. 28 s.2024 issued by the Office of the President, this Office announces that this Division shall be releasing the grant of Gratuity Pay to its contract of service and job order workers for fiscal year 2024. This is in recognition of their hard work and valuable participation in the implementation of various programs in this Division, and their pivotal role in the delivery of basic education services in the Department of Education amidst the present socio-economic challenges.
2. In view of the foregoing, the following documents shall be submitted to the SDO Personnel Section by 12:00 PM, December 24, 2024:
 - a. List of the names of Job Order and Contract of Service workers in the District, indicating their length of service and the amount of gratuity pay to be granted;
 - b. Certification from the Administrative Officer in the District that the workers who were listed are qualified and entitled to receive the grant



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of gratuity pay in accordance with the guidelines set forth by Administrative Order 28 s. 2024; and

- c. Certification from the Administrative Officer in the District that the workers in the said List were not granted with gratuity pay from School MOOE funds.

3. For information, guidance and immediate compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

*RJF/Accounting/GratuityMemo
Dec.20, 2024*



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