



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

Division Memorandum

No. 12, s. 2025

TO: Assistant Schools Division Superintendent
CID/SGOD Chiefs
District Supervisors
School Heads/Principals
All Others Concerned

FROM: JOSE L.  DUNCILLO, CESO V
Schools Division Superintendent

SUBJECT: Schedule on the release of FY Gratuity Pay for Contract of Service and Job Order Workers in the Schools/Districts of SDO Sorsogon

DATE: January 10, 2025

1. Pursuant to Administrative Order No. 28 authorizing the grant of gratuity pay to contract of service and job order workers in government for fiscal year 2024 as well-deserved recognition of their hard work and valuable participation in the implementation of various PAPs of the government and their pivotal role in the delivery of government services amidst the present socio-economic challenges.
2. All Contract of Service and Job Order Workers will get their Gratuity Pay in the Districts where their assigned schools are located and payment will be done by the Division Cashier and her Staff on the scheduled date.
3. The following schedule must be observed, to wit:

January 14, 2025 – AM - Pilar II, Donsol East, Donsol West
PM - Pilar I, Castilla East, Castilla West

January 15, 2025 - AM - Magallanes North, Magallanes South
PM - Casiguran, Juban

January 16, 2025 - AM - Prieto Diaz, Barcelona, Bulusan
PM - Gubat North, Gubat South

January 17, 2025 - AM/PM –Sta. Magdalena, Matnog, Irosin

January 20, 2025 - AM – BULAN I , BULAN II
PM – BULAN III, BULAN IV

4. Immediate dissemination of and compliance with this memorandum are desired.



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