



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECORDS SECTION

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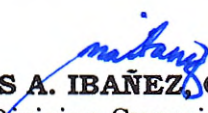
December 18, 2023

DIVISION MEMORANDUM
No. 443, s. 2023

GUIDELINES ON THE GRANT OF FY 2023 SERVICE RECOGNITION INCENTIVE (SRI) OF DEPED - BATANGAS PROVINCE TEACHING AND NON-TEACHING PERSONNEL

TO: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teaching and Non-Teaching Personnel
All Others Concerned

1. In compliance to Administrative Order No. 12 or the Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year 2023, DepEd shall provide a rate of Eighteen Thousand Pesos (Php18,000.00) SRI less tax applicable per eligible employee.
2. The default mode of distribution of SRIs shall be in cash only.
3. In view of this, all Public School District Supervisor (PSDS) shall get their respective Service Recognition Incentive (SRI) FY 2023 in cash for non-implementing units in Elementary, Junior High School and Senior High School at SDO Batangas Province.
4. All eligible employees shall sign on the attached template authorizing their Public Schools District Supervisor to get their Service Recognition Incentive (SRI) FY 2023 and photocopy of DepED ID and one (1) of any government issued IDs with three (3) original signatures.
5. Copies should be separated into two (2) for Division Office's Copy and COA's Copy. Complete submission per district is a must.
6. For strict compliance and immediate dissemination to all concerned.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

**SERVICE RECOGNITION INCENTIVE
FY 2023**

(Name of School)

We the employees of DepEd *(Name of District)* District, hereby authorize *(Name of PSDS)*, to claim our SRI at DepEd SDO Batangas Province - Cash Section:

ELEMENTARY

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|---------------------|----------------------|-----------------|---------------|------------------|
| 1 | | | | | |
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| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| TOTAL | | | | | |



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com



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**SERVICE RECOGNITION INCENTIVE
FY 2023**

(Name of School)

We the employees of DepEd (Name of District) District, hereby authorize (Name of PSDS), to claim our SRI at DepEd SDO Batangas Province - Cash Section:

SECONDARY

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|--------------|---------------|----------|--------|-----------|
| 1 | | | | | |
| 2 | | | | | |
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| 14 | | | | | |
| 15 | | | | | |
| TOTAL | | | | | |



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**SERVICE RECOGNITION INCENTIVE
FY 2023**

(Name of School)

We the employees of DepEd (Name of District) District, hereby authorize (Name of PSDS), to claim our SRI at DepEd SDO Batangas Province - Cash Section:

SENIOR HIGH SCHOOL

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|---------------------|----------------------|-----------------|---------------|------------------|
| 1 | | | | | |
| 2 | | | | | |
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| 12 | | | | | |
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| 14 | | | | | |
| 15 | | | | | |
| TOTAL | | | | | |



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SERVICE RECOGNITION INCENTIVE
FY 2023

(Name of School)

We the employees of DepEd (Name of District) District, hereby authorize (Name of PSDS), to claim our SRI at DepEd SDO Batangas Province - Cash Section:

PRO-RATED ELEMENTARY

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|--------------|---------------|----------|--------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| TOTAL | | | | | |

PRO-RATED SECONDARY

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|--------------|---------------|----------|--------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| TOTAL | | | | | |

PRO-RATED SENIOR HIGH SCHOOL

| | Employee No. | Employee Name | Position | Amount | Signature |
|--------------|--------------|---------------|----------|--------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| TOTAL | | | | | |



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DEPED ID

FRONT

DEPED ID

BACK

**ANY GOVERNMENT
ISSUED ID**

(TIN, PHILHEALTH, PAG-
IBIG, NATIONAL ID,
VOTER'S ID, DRIVER'S
LICENSE, PASSPORT, PRC
LICENSE, POSTAL, UMID
ID)

FRONT

**ANY GOVERNMENT
ISSUED ID**

BACK

SIGNATURE

SIGNATURE

SIGNATURE