



Finance-RM-2023-747

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

18 December 2023

Regional Memorandum

No.747 s.2023

RELEASE OF FY 2023 SERVICE RECOGNITION INCENTIVE

To **Schools Division Superintendents**

1. In reference to Unnumbered Memorandum dated December 15, 2023, Guidance on the Releasing of Service Recognition Incentives (SRIs), please be informed that all Schools Division Offices and other Implementing Units shall begin the processing of payments on December 18, 2023 (Monday) and the distribution shall commence on December 19, 2023 (Tuesday).
2. The default mode of distribution of SRIs shall be cash only, exception shall only be afforded for teachers in far-flung areas and only upon their written request.
3. Withholding tax shall be deducted from the SRI to have uniform application of all regions, schools division offices and implementing units.
4. Regional Office and Schools Division Office shall take charge on the monitoring on the release of SRI.
5. Please be guided accordingly.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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