



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

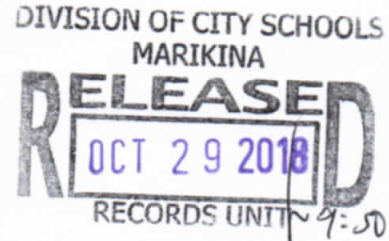
Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



October 25, 2018

MEMORANDUM TO:

To: Chief Education Supervisors, SGOD & CID
Secondary School Principals
Elementary School Principals
Officers-in-Charge
SDO Unit Heads
All Concerned



GRANT OF LOYALTY PAY 2018

This is to inform the field that those who were hired in years 1973, 1978, 1983, 1988, 1993, 1998, 2003 and 2008 may be entitled to Loyalty Pay, provided they meet the following conditions set forth in CSC MC No. 6 s. 2002, as follows:

- The official or employee has completed at least ten (10) years of continuous and satisfactory service in the government;
- The official or employee has NOT incurred an aggregate of more than fifty (50) days authorized leave without pay within the 10-year period; and
- The official or employee has NOT incurred an aggregate of more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

To avail the loyalty pay, kindly submit on or before November 4, 2018 to the Human Resource Management Office, this division, the following:

- photocopy of the original appointment paper as permanent employee;
- updated service record; and
- LBP Account No. (salary) and name of school

Please be guided accordingly.

Immediate and wide dissemination of this Memorandum is desired.


SHERYL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent