



Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
BCS Compound, Purok 2, Bulanao Norte, Tabuk City

DEP-ED - TABUK CITY

MAY 17 2022

RECORDS UNIT

Office of the Schools Division Superintendent


May 17, 2022

DIVISION MEMORANDUM  
NC 157 series, 2022

TO: All Division Personnel  
Public Secondary and Elementary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

**Improving the Implementation of DM.No.259, series 2019 on Payment  
of Loyalty Cash Gift**

1. Pursuant to the Civil Service Commission Memorandum Circular No. 06, series 2002, the grant of loyalty cash award (LCA) was increased to an amount not less than P500 but not more than P1,000.00 for every year of service to qualified employee.
2. The loyalty cash award is given to an official/employee who has completed at least 10 years and every five (5) years thereafter, of continuous and satisfactory service in the Department of Education.
3. Relative to this, to avail of the loyalty pay for 2022, personnel entitled need not to apply as the SDO Office thru the Personnel Section is tasked to provide the necessary documents such as photocopy of the original appointment as a permanent employee and updated service record.
4. AO of schools are tasked to follow-up with HR unit if the teachers entitled for loyalty pay in 2022 if they are already listed by the HR. Further, they are also tasked to check if the personnel on field have already received their loyalty pay before 2022 (2016-2022). If not, they are tasked to assist them to process their claims. (SDO Tabuk was only included in the Budget in 2016. All claims before that should be directed to SDO-Kalinga)
5. Please see attached flow chart for the processing.
6. Immediate dissemination of this memorandum is desired.

  
**IRENE S. ANGWAY, Ph.D, CESO VI**  
Schools Division Superintendent



## LOYALTY PAY FLOW CHART

