

02/01/2023  
 Reproduction No. 056, s. 2023  
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**ROWENA T. QUIAMBAO, CESE**  
 Asst. Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent  
**SCHOOLS DIVISION OF BULACAN**



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Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

DEPARTMENT OF EDUCATION  
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REGIONAL MEMORANDUM  
 No. 092, s. 2023

**SUBMISSION OF FUNDING REQUIREMENTS FOR CY 2023 TERMINAL LEAVE BENEFITS AND LOYALTY PAY**

To: ALL SCHOOLS DIVISION SUPERINTENDENTS  
 SECONDARY SCHOOL PRINCIPALS WITH FISCAL AUTONOMY

1. The FY 2023 regionwide lump-sum appropriation for Administration and Personnel Benefits (APB) amounting to ONE HUNDRED FIFTY-FIVE MILLION FIVE HUNDRED EIGHTY-THREE THOUSAND PESOS (P155,583,000.00) is comprehensively released to this Office.
2. The amount of FORTY-SEVEN MILLION SIX HUNDRED THREE THOUSAND PESOS P47,603,000.00 shall be utilized for payment of terminal leave benefits of compulsory retirees, while the amount of ONE HUNDRED SEVEN MILLION NINE HUNDRED EIGHTY THOUSAND PESOS (P107,980,000.00) shall be used to cover the funding requirements for prior year's unpaid and current year loyalty pay.
3. Accordingly, all Schools Division Superintendents and Principals of Secondary Schools Implementing Units (IUs) are advised to submit to Finance Division, this Office, request for release of allotment for the payment of terminal leave benefits of retirees and loyalty pay of qualified teaching and non-teaching personnel with certified copies of the required supporting documents.
4. Based on the evaluated request, Sub-allotment Release Order (Sub-ARO) shall be issued to the concern SDO/IU. Upon receipt, the SDO/IU shall submit to the Department of Budget and Management (DBM) Regional Office III request for the release of corresponding Notice of Cash Allocation (NCA) or pay the said benefit chargeable against its available common fund balance.
5. For information, guidance and compliance

*[Signature]*  
**MAY B. ECLAR, PhD, CESO III**  
 Regional Director

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Address: Matalino St. D.M. Government Center, Malimpis, City of San Fernando (P)  
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@depd.gov.ph

