



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DINRO1 - 2023-0175HR

Office of the Schools Division  
Superintendent

AUG 04 2023

MEMORANDUM  
No. 181, s. 2023

**PAYMENT OF CASH ALLOWANCE TO TEACHERS SY 2023-2024**


**TO:** OIC- Assistant Schools Division Superintendent/  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. In the preparation for the release of the **CASH ALLOWANCE SY 2023-2024**, attached is **DepEd Order No. 010 s. 2020: Guidelines on the Grant of Cash Allowance**, for your information and guidance.
2. School Administrative Officers or Human Resource In-Charge are advised to submit the softcopy of the school payroll of the **Cash Allowance** on **August 11, 2023**, on or before **3:00 PM** for validation using the link <https://tinyurl.com/CashAllowance-2023>.
3. Be it noted that the link will be strictly closed after the deadline. Validated soft copy of the payroll will be returned to the School AO/HR-in-Charge via email, for printing and submission. Sent validated payroll will be **due one day upon receipt in the email. Failure to comply will merit the delay of the release of these monetary incentives.**
4. Attached is Annex A Template of the Cash Allowance Payroll 2023.
5. Strict compliance to this memorandum is enjoined.

For:

**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

By:

  
**MS. NOEMI A. VALDEZ**  
Administrative Officer V  
Officer-in-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual of Index  
under the following subjects:

BONUS                      BENEFITS                      INCENTIVES

HR-SB/ PAYMENT OF THE CASH ALLOWANCE SY 2023-2024/181/May 31, 2023

NUM-2023-181



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
 (02) 805-9935, (02) 805 - 9940  
 [sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)





Republic of the Philippines  
**Department of Education**

17 MAR 2021

DepEd ORDER  
No. **013** s. 2021

**SUPPLEMENTAL GUIDELINES ON THE GRANT  
OF CASH ALLOWANCE TO TEACHERS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Supplemental Guidelines on the Grant of Cash Allowance to Teachers** in compliance with the approved increase from Three Thousand Five Hundred Pesos (P3,500) to Five Thousand Pesos (P5,000) per classroom teacher for every school year (SY) pursuant to Special Provision (SP) No. 11 of the General Appropriations Act (GAA) for Fiscal Year (FY) 2021, and as defined in I. Purpose, Section 2 of DepEd Order (DO) No. 010, s. 2020 titled *Guidelines on the Grant of Cash Allowance to Teachers*.

2. Pursuant to SP 11 of the GAA for FY 2021, the appropriated Cash Allowance to Teachers this year shall cover the following:

- a. annual medical and physical examination expense;
- b. internet and other communication expenses; and
- c. purchase of teaching supplies and materials, tangible or intangible, for the implementation or conduct of various modes of learning delivery.

3. For teachers who are assigned with at least one teaching load within the current SY and whose assumption or resumption to duty is beyond 30 days after the official first day of school, the criteria for the pro-rated payment of the Cash Allowance will be as follows:

<b>Date of Assumption to Duty from the Date of Opening of Classes (Calendar Days)</b>	<b>Percentage of Cash Allowance to Teachers</b>
a. Within the first 30 days	100%
b. After the first 30 days but not more than 90 days	80%
c. After 90 days but not more than 150 days	50%
d. After 150 days until the end of the SY	20%

4. The variables of the pro-rated amount will depend on the issuance of a DO on school opening.

5. All other provisions of DO 010, s. 2020 shall remain enforced.
6. For more information, please contact the following:
  - Pro-rata and Payment Concerns:  
**Office of the Undersecretary for Finance**  
2/F Alonzo Building, Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Number: (02) 8633-9342  
Email Address: usec.financebpm@deped.gov.ph
  - Guidelines and Procedures Concerns:  
**Bureau of Human Resource and Organizational Development  
Employee Welfare Division**  
4/F Mabini Building, Department of Education Central Office  
DepEd Central Office, Meralco Avenue, Pasig City  
Telephone Numbers: (02) 8633-7229 or (02) 8635-3760  
Email Address: bhrod.ewd@deped.gov.ph
7. This Order shall take effect immediately upon its issuance.
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Order No. (010, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects:

ALLOWANCE  
EXPENSES  
FUNDS  
POLICY  
PURCHASE  
RULES AND REGULATIONS  
TEACHERS



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DEPED-OSEC-440937

**GENERAL PAYROLL**  
**DIVISION OF MUNTINLUPA**  
**SCHOOL NAME**  
**CASH ALLOWANCE SY 2023-2024**

Fund Cluster : \_\_\_\_\_  
 We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Payroll No.: \_\_\_\_\_  
 Sheet 1 of 1 Sheet

Serial No.	Name	Position	Employee No.	Monthly Salary	COMPENSATION	REMARKS	Net Amount Due	Account No.	Serial No.	Signature of Recipient
					CASH ALLOWANCE					
1									1	
2									2	
3									3	
4									4	
5									5	
6									6	
7									7	
8									8	
9									9	
10									10	
11									11	
12									12	
13									13	
14									14	
15									15	
						<b>TOTAL</b>	-			
<b>A CERTIFIED :</b> Service duly rendered as stated.  <div style="text-align: center; margin-top: 20px;">                 _____                  School Head             </div>					<b>C APPROVED FOR PAYMENT:</b>  <div style="text-align: center; margin-top: 20px;"> <b>EVANGELINE P. LADINES, CESO V</b>                  Schools Division Superintendent             </div>					
_____ Date					_____ Date					
<b>B CERTIFIED:</b> Supporting documents complete and proper, and cash available in the amount of _____  <div style="text-align: center; margin-top: 20px;"> <b>MICHAEL EVAN AGUELO</b>                  OIC-Accounting Unit             </div>					<b>D CERTIFIED:</b> Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name.  <div style="text-align: center; margin-top: 20px;"> <b>JOICHE I. LUNA</b>                  AO IV-Division Supply Officer/OIC-Cashier Unit             </div>					<b>E</b> ORS/BURS No. Date : JEV No. Date :
_____ Date					_____ Date					_____ Date :