



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 11 2024

MEMORANDUM

No. 262, s. 2024

PAYMENT OF WORLD TEACHERS DAY INCENTIVE BENEFITS SY 2024-2025

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

- Attached is the DepEd Order No. 29, s. 2020, titled **Guidelines on the Grant of World Teachers Day Incentive Benefits**, inviting attention to item V. Procedure, for reference and guidelines.
- This Office announces the preparation of payroll through the School Administrative Officers or Human Resource In-charge. Submission of soft copy of the school payroll of the World Teachers Day Incentives SY 2024-2025 on or before September 16, 2024, at 3:00 P.M for validation using the link, <https://tinyurl.com/WTD-SY2024-2025>
- Be it noted that the link will be strictly closed after the deadline. The validated soft copy of the payroll will be returned to the School AO/HR-in-charge via email, for printing and submission to the Division Office Personnel Unit. 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.
- Once the payroll is already validated, soft copy of the Financial Data System (FINDES) should be submitted through this email address: mariacristina.malacad@deped.gov.ph and carbon copy: mariavilma.marquez002@deped.gov.ph

NUM-2024-262



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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5. Attached is Annex A Template of the PAYROLL OF WORLD TEACHERS DAY INCENTIVE BENEFITS SY 2024-2025 for reference.
6. Strict compliance to this Memorandum is enjoined.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated.
Reference: DO 29, S. 2020

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

INCENTIVES BENEFITS PERSONNEL

AMF/PAYMENT OF WORLD TEACHERS DAY INCENTIVE BENEFITS SY 2024-2025
262/September 5, 2024

NUM-2024-262



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
Department of Education

23 SEP 2020

DepEd ORDER
No. **029** s. 2020

**GUIDELINES ON THE GRANT OF WORLD TEACHERS' DAY
INCENTIVE BENEFIT**

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 **Guidelines on the Grant of World Teachers' Day Incentive Benefit** pursuant to DepEd Special Provision No. 12 under Republic Act No. 11645, the General Appropriations Act (GAA) of Fiscal Year (FY) 2020, titled *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty and for Other Purposes*.
2. The procedures, standards, and mechanisms stipulated in this policy shall guide all DepEd offices and personnel in the grant of World Teachers' Day Incentive Benefit to public school teachers for FY 2020 and years thereafter contingent to the funding appropriations as may be authorized by the annual GAA.
3. The Department may issue supplemental guidelines to further implement this Order in the succeeding years as may be authorized by the annual appropriations, other laws, or national policies.
4. For more information, please contact the following:
 - a. For Eligibility Concerns

**Bureau of Human Resource and Organizational
Development-Employee Welfare Division (BHROD-EWD)**

4th Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8633-7229; 8635-3760
Email Address: bhrod.ewd@deped.gov.ph

- b. For Financial Procedures

Office of the Undersecretary for Finance

2nd Floor, 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

5. This DepEd Order shall take effect immediately after registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

6. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:

As stated



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DEPED-OSEC-435697

References:

DepEd Order: Nos. 26, s. 2019 and 46, s. 2016

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

BENEFIT
POLICY
RULES AND REGULATIONS
TEACHERS

APA/SMA/MPC, DO- Guidelines on the Grant of WTDIB
0223- September 21, 2020

(Enclosure to DepEd Order No. 029, s. 2020)

GUIDELINES ON THE GRANT OF WORLD TEACHERS' DAY INCENTIVE BENEFIT

I. RATIONALE

1. Pursuant to RA No. 10743 or an “*Act Declaring the Fifth Day of October of Every Year as the National Teachers Day*” and, United Nations Educational Scientific and Cultural Organization (UNESCO)’s international observance of World Teachers’ Day, the fifth of October every year is celebrated to honor those who are in the teaching profession, and to acknowledge the unwavering service and valuable contributions of the teachers in nurturing the minds, values, and character of the Filipino youth and the generations around the globe.
2. In recognition of the vital role that teachers play in nation-building, the Department of Education (DepEd) commits to faithfully find ways to reward teachers for their hard work and dedication to the teaching profession by granting the World Teachers’ Day Incentive Benefit (WTDIB) to public school teachers.
3. This year, the crucial role of teachers in ensuring the continued delivery of learning has become even more apparent as the country faces a daunting fight against the COVID-19 pandemic. It is the mandate of the Department to ensure that as teachers stand in the frontlines of the basic education learning continuity agenda, they remain empowered, honored, and incentivized amid emergency situations.
4. In FY 2020, the DepEd Special Provision No. 12 under the RA No. 11645, the GAA of FY 2020, or *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty, and for Other Purposes*, provides for the grant of WTDIB during the Annual World Teachers’ Day celebration in the amount of **One Thousand Pesos (P1,000)** per teacher, subject to the guidelines issued by the DepEd.
5. To ensure the effective implementation of the aforementioned Special Provision, this policy is hereby issued to provide the implementing guidelines which define the purpose, coverage, eligibility criteria, and procedures on the grant of WTDIB.
6. In succeeding years, the release and/or amount of the WTDIB shall be contingent on the availability of funding appropriations as may be authorized by the annual GAA. The parameters and guidelines stipulated in this Order shall apply.

II. SCOPE OF THE POLICY

7. The WTDIB shall be granted all public school teachers, with permanent and provisional appointment, in all public elementary, junior, and senior high



schools, and community learning centers, who are in service¹ in DepEd on or before October 05 of the current school year (SY). It shall be released to all eligible teachers in FY 2020 and the years thereafter, subject to availability of funding appropriations as may be authorized by the annual GAA.

III. DEFINITION OF TERMS

8. For the purpose of this Order, the following terms shall be defined, as follow:
 - a. **Public school teachers** are defined in RA No. 4670, otherwise known as *Magna Carta for Public School Teachers*, as “*All persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentists, and other school employees.*”
 - b. **Provisional** refers to an appointment issued to an appointee who meets all the requirements of the position except the eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent, pursuant to CSC Memorandum Circular No. 14, s. 2018 or the 2017 *Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)*, Revised 2018.

IV. POLICY STATEMENT

9. It is the policy of the Department to recognize the unwavering service and vital role of the teachers in nurturing the Filipino youth and in nation-building through the grant of incentive benefit in celebration of the World Teachers’ Day. This DepEd Order is hereby issued to provide specific guidelines on the purpose, coverage and eligibility criteria, and the procedures on the **Grant of World Teachers’ Day Incentive Benefit**.

V. PROCEDURES

A. Exemptions

10. Public school teachers that fall under the following circumstances **shall not be entitled** to the grant of the World Teachers’ Day Incentive Benefit (**WTDIB**):
 - a. Those who are on absence without leave (AWOL) as of October 05 of the current school year;
 - b. Those who are found guilty of any offense in connection with their work and meted the penalty in the previous school year;
 - c. Those who are no longer in service as of October 05 of the current school year; and

¹Reckoned from the date of the assumption to duty



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d. Those who will be hired after October 05 of the current school year.

B. Implementing Guidelines

11. The amount of One Thousand Pesos (Php1,000.00) for WTDIB shall be given to each entitled public school teacher not earlier than October 05 of FY 2020.
12. In the succeeding years, the release and/or amount of the WTDIB shall be contingent on the annual appropriations, chargeable against the GAA. It shall be given to the eligible teacher not earlier than October 05 of the current year, subject to these guidelines and other supplemental guidelines as may be released by the ExeCom-in-Charge of Finance.
13. Upon receipt of the Special Allotment Release Order (SARO) from the Department of Budget and Management (DBM), the Finance Service (FS) - Budget Division (BD) of DepEd Central Office shall facilitate the release of funds to the respective DepEd Regional Offices (DepEd-ROs) through the issuance of Sub-Allotment Release Orders (Sub-AROs).
14. The DepEd-ROs shall closely coordinate with their DBM-RO counterparts for the issuance of Notice of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the FS-Budget Division, subject to the submission of Special Budget Request (SBR) supported by a Monthly Disbursement Program (MDP). The MDP shall reflect that the cash requirement falls due in October of every year.
15. Inasmuch as the Sub-AROs and the corresponding NCAs shall be released to the DepEd-RO Proper, the disbursements of the cash allocations issued for the WTDIB shall be effected by the DepEd-ROs concerned. This shall include the preparation of the payroll thru the Regional Payroll Servicing Unit (RPSU). The DepEd-ROs, however, are not prevented from implementing measures or other payment schemes to ensure that the allowance would already be granted to the eligible teachers effective every October 05 of the year, subject to existing budgeting, accounting, and auditing rules and regulations.
16. In case of deficiency in the allotment released for the payment of the WTDIB, the DepEd-ROs and Implementing Units (IUs) may use or frontload available Personnel Services (PS) allotments, pursuant to Section 3.9 of DBM's National Budget Circular No. 578 dated January 6, 2020, subject to the accomplishment of Advice for the Use of Personnel Services Appropriations (APSA) duly signed by the Head of Office, and such adjustments shall, likewise, be reflected in the Registry of Allotments, Obligations, and Disbursements for Personnel Services (RAOD-PS).
17. DepEd-ROs shall submit the Reports on Payment of the WTDIB to the FS-Budget Division, based on the reporting schedule set by the latter office.
18. FS-Budget Division shall consolidate the Reports on Payment of the WTDIB and furnish the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) for monitoring purposes.



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VI. MONITORING AND EVALUATION

19. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
20. Any related concerns of the offices not covered by the provisions of the policy shall be referred to the appropriate governance level.
21. The BHROD-EWD, Finance Service - Budget and Accounting Divisions, Regional Administrative and Finance Division, and Finance Unit of Schools Division Offices shall monitor compliance and evaluate the implementation of this DepEd Order.

VII. REFERENCES

Republic Act (RA) No. 10743, *An Act Declaring Fifth Day of October of Every Year as the National Teachers Day*

Republic Act (RA) No. 4670, *Magna Carta for Public School Teachers*

DepEd Order No. 46, s. 2016, *Implementing Rules and Regulations of RA No. 10743*

DepEd Order No. 26, s. 2019, *Guidelines on the Grant of World Teachers' Day Incentive Benefit*

Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised 2018

VIII. REPEALING CLAUSE AND EFFECTIVITY

22. All national issuances and existing DepEd Orders and Memoranda inconsistent with the provisions of this Order are hereby repealed, amended, or modified accordingly. The guidelines stated herein shall remain in effect and full force, unless otherwise repealed, amended, or rescinded.
23. This DepEd Order shall take effect immediately after its registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.


LEONOR MAGTOLIS BRIONES
Secretary



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DEPED-OSEC-435697

GENERAL PAYROLL
DIVISION OF MUNTINLUPA
NAME OF SCHOOL
WORLD TEACHERS DAY INCENTIVE BENEFITS 2024-2025

Fund Cluster : _____

Payroll No.: _____
 Sheet 1 of 1 Sheet

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Serial No.	Name	Position	SG	STEP	Employee No.	Monthly Salary	COMPENSATIONS	REMARKS	Net Amount Due	Account No.	Serial No.	Signature of Recipient
							WTDIB					
1											1	
2											2	
3											3	
4											4	
5											5	
6											6	
7											7	
8											8	
9											9	
10											10	
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25											25	
26											26	
27											27	
28											28	
29											29	
30											30	
								TOTAL				

<p>A CERTIFIED : Service duly rendered as stated.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">School Head</p>	C	<p>APPROVED FOR PAYMENT:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Schools Division Superintendent</p>
Date		Date

<p>B CERTIFIED: Supporting documents complete and proper, and cash available in the amount of _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Accountant III</p>	<p>D CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Admin Officer-IV / CASHIER</p>	E	<p>_____</p> <p>ORS/BURS No.</p> <p>_____</p> <p>Date :</p> <p>_____</p> <p>JEV No.</p> <p>_____</p> <p>Date :</p>
Date	Date		Date :