



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

Office of the Schools Division
Superintendent

DEC 23 2025

MEMORANDUM

No. 650, s. 2025

**ADVISORY ON THE RELEASE OF FY 2025 SERVICE
RECOGNITION INCENTIVE (SRI)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is the memorandum with the subject "**Advisory on the release of FY 2025 Service Recognition Incentive (SRI)**", the contents of which are self-explanatory, for information and guidance of all concerned.
2. Immediate dissemination of, and compliance to this Memorandum is earnestly desired.


VIOLETA M. GONZALES CESO VI

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

References: As stated
Encl. As stated

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

BENEFITS INCENTIVES

SRHB/AMF/ ADVISORY OF THE RELEASE OF FY 2025 SERVICE
RECOGNITION INCENTIVE (SRI) ____/December 22, 2025

650

NUM-2025-650



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Republic of the Philippines
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OFFICE OF THE SECRETARY

MEMORANDUM

FOR : **REGIONAL DIRECTORS**
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL FINANCE OFFICERS
ALL OTHERS CONCERNED

FROM : **SONNY ANGARA**
Secretary 

SUBJECT : **ADVISORY ON THE RELEASE OF FY 2025 SERVICE RECOGNITION INCENTIVE (SRI)**

DATE : **December 17, 2025**

- 1.0 This refers to Administrative Order (AO) No. 40 dated December 11, 2025, titled "Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2025" issued by President Ferdinand R. Marcos Jr., and Department of Budget and Management (DBM) Budget Circular No. 2025-3 dated December 15, 2025, titled "Guidelines on the Grant of Service Recognition Incentive to Government Employees for FY 2025", which authorize the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate of ₱20,000.00 per qualified government employee.
- 2.0 Accordingly, all eligible DepEd personnel shall receive a **total SRI of ₱20,000.00**.
- 3.0 In this regard, the release of the ₱20,000.00 SRI shall be made in two tranches in light of the available allotments and cash allocation, and in accordance with existing budgeting, accounting, and auditing rules and regulations.
- 4.0 The two tranches shall be made as follows:
 - 4.1 **First tranche.** The first tranche shall be at least ₱10,000.00 and up to ₱14,500.00 per eligible employee subject to availability of allotments and cash authority.
 - 4.1.1 **Payment of the initial tranche.**
 - 4.1.1.1 The DepEd Operating Units (OUs) shall use the available cash allocation to cover the first tranche.
 - 4.1.1.2 For OUs maintaining their Modified Disbursement System (MDS) Sub-Accounts with the Land Bank of the Philippines, the DepEd Central Office shall transfer cash through a Notice of Transfer of Allocation (NTA).
 - 4.1.1.3 DepEd OUs maintaining MDS Sub-Accounts with other Government Servicing Banks shall coordinate with their



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respective DBM Regional Offices for the issuance of the required Notices of Cash Allocation.

4.2 **Second tranche.** The remaining balance of the SRI shall be released immediately after the approval of the request for modification of allotments through the release of Special Allotment Release Order (SARO) and subject to availability of cash allocation.

5.0 All SRI payments, whether initial or final tranche, shall be credited directly to the ATM payroll accounts of eligible employees.

6.0 All concerned offices are hereby enjoined to obligate the allotment strictly within the validity period of the Personnel Services (PS) appropriations, which is until December 31, 2025. Any amount not paid within the said period shall be considered due and demandable accounts payable (AP), in accordance with existing budgeting, accounting, and auditing rules and regulations.

For strict compliance and guidance.

Thank you.