



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ED-DIVISION OF CAGAYAN DE ORO CITY

RELEASED

DATE: DEC 21 2023

December 20, 2023

DIVISION MEMORANDUM

No. 696 s. 2023

**TO: Assistant School Division Superintendent
SGOD/CTD Chief/Public Schools District Supervisors (PSDS)
Accountant III and Administrative Officer V
Elementary/Secondary School Heads
Teaching and Non-teaching Personnel
This Division**

FY 2023 Service Recognition Incentives (SRI) Distribution per AO No. 12 s. 2023

1. The field is hereby informed that the SRI distribution to qualified personnel will be on **December 22, 2023, 10 AM to 3PM only** at CDONHS SHS Campus.
2. For an efficient, safety and orderly distribution, all concerned are advised to observe the following:
 - a. Wear your Big DepED ID with sling upon entering the gate of the venue and the small ID for verification purposes at the Paymaster table.
 - b. No bringing of children nor companion, only the claimant employees are allowed inside the venue.
 - c. For those eligible employees who will send representative to claim the SRI on his/her behalf, the representative should bring the following –
 - I. Special Power of Attorney (SPA)
 - II. Original government-issued IDs with photo and signature of the authorized representative and claimant employee
 - III. Photocopy of IDs presented with (3) signatures of authorized representative and claimant.
 - d. No vehicles will be allowed to enter the venue thus, you may look for a parking area that are safe and near the venue.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

- e. Strictly observe the time schedule and ensure to know the **Paymaster** and **Payroll Numbers** of your assignment.
3. The Finance Personnel, Paymasters and Quick Response Team listed in **Annex A** are advised to be at the venue at **exactly 7 o'clock in the morning** of December 22.
4. All PSDS and School Heads are directed to closely monitor the said activity and ensure all personnel under their district are well informed to achieve the 100% release of SRI.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
6. For strict compliance and immediate dissemination of this Memorandum is hereby enjoined.


ROY ANGELO E. GAZO
Schools Division Superintendent

Reference: AO 2 s 2023

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

FINANCE	SRI 2023	SCHOOL OPERATIONS
OSDS/aac		

ANNEX A

DO PERSONNEL

- 1 Calubag, Arnel A
- 2 Alegado, Kriscia
- 3 Alilin, Beatriz
- 4 Anero, Maria Rufel
- 5 Banaag, Louie
- 6 Bernaldez, Ray Ian
- 7 Cadavos, Faith
- 8 Calfoforo, Rowena
- 9 Canios, Edwin Carl
- 10 Dadole, Jennifer
- 11 Duetes, Mito Tessa
- 12 Ernacio, Donnacelle
- 13 Maghanoy, Lourdes
- 14 Ocate, Catherine
- 15 Pajayon, Gemma
- 16 Pates, Marivel
- 17 Udang, Charisse
- 18 Largo, Nanneth
- 19 Francisco, Kito-Kristian
- 20 Espinosa, Luzvilla
- 21 Casinillo, Cyril James

PAYMASTERS

- 22 Lora, Marilou
- 23 Ramos, Marvin Anthony
- 24 Tabamo, Emily
- 25 Espina, Jinnefer
- 26 Lariba, Annabelle
- 27 Dullente, Rosemarie
- 28 Caguindangan, Duque
- 29 Lorono, Carol O.
- 30 Smith, Agnes G
- 31 Magallano, Madel T
- 32 Mcnair, Catalina O.
- 33 Maghuyop, Aileen E.
- 34 Martinez, Vanessa Mae
- 35 Sumanda, Evelyn Q.
- 36 Taruc, Jerry

QUICK RESPONSE TEAM

- 37 Blanco, Ryan Q.
- 38 Pimentel, Christian Gem
- 39 Vallecera, Ferdinand
- 40 Olarte, Isagani
- 41 Da-abay, Rey Misael
- 42 Labajan, Jay-ar
- 43 Pasigay, John Paul
- 44 Nacaytuna, Nicolas
- 45 Espinosa, Krizaida Alleya
- 46 Estillore, Ninia Marie
- 47 Daliva, Darlene
- 48 Bayron, Rolly
- 49 Generoso, Johnrill
- 50 Teruel, Elizer
- 51 Orot, Cris
- 52 Tacandong, Nelson
- 53 Mabalos, Marcelo Q.
- 54 Jumilla, Norcil P.
- 55 Cueva, Bethel
- 56 Roturas, Bayani
- 57 Siano, Lordson
- 58 Tolentino, Rosemarie

