



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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20 Dec 2023

**DIVISION MEMORANDUM**

No. **202** , s. 2023

INSTRUCTIONS ON THE RELEASE OF SERVICE RECOGNITION INCENTIVES  
TO ELIGIBLE DEPED SARANGANI EMPLOYEES

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary Schoolheads

1. In connection with the Memorandum from the Office of the Secretary dated December 15, 2023, titled **Guidance on the Releasing of Service Recognition Incentives (SRIs)**, the Administrative Services Section issues the following instructions on the release of SRI to eligible DepEd Sarangani employees:

- a. Eligible employees shall present two (2) original government-issued identification cards with identical signatures (e.g., UMID, PRC ID, Driver's License);
- b. Proxies and authorizations are not allowed;
- c. Releasing shall be on a first-come, first-served basis;
- d. The SRI distribution will be held in the school gymnasium and select classrooms of Alabel National Science High School, Maribulan, Alabel, Sarangani Province;
- e. Select Administrative Officers (see enclosure no. 1) shall assist in the releasing of SRI to their designated municipalities; and
- f. The Implementing Units shall be responsible for the release of SRI to their eligible employees.

2. The SRI distribution shall be scheduled as follows:

**a. December 21, 2023 (AM)**

- Malungon East
- Malungon West
- Malungon North
- Malungon South
- Newly hired (elementary and secondary) – all municipalities
- Probationary – all municipalities



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**b. December 21, 2023 (PM)**

- Secondary National High Schools – Malungon, Malapatan, Maasim, Kiamba, and Maitum
- Senior High School – Malungon, Kiamba, Malapatan, Maasim, and Maitum
- Malapatan 1
- Malapatan 2
- Malapatan 3
- Maasim East
- Maasim West
- Kiamba
- Maitum

**c. December 22, 2023 (AM)**

- Alabel 1
- Alabel 2
- Alabel 3
- Alabel 4
- Senior High School – Alabel
- Secondary National High Schools – Alabel

**d. December 22, 2023 (PM)**

- Glan South
- Glan North
- Glan Central
- Senior High School – Glan
- Secondary – Glan

3. The SRI distribution will start at exactly 9:00 a.m. To avoid congestion during the activity, all concerned personnel are enjoined not to come to the venue earlier than the given time as the incentive can still be claimed in the afternoon. Bringing of bottled water and snacks for personal consumption is advised.

4. Further, a medical team composed of DepEd school nurses (see enclosure no. 2) will be deployed during the activity to provide health-related services to employees in need.

5. For inquiries, contact:

<b>Name of Personnel</b>	<b>Contact Information</b>
Ms. Irma May G. Dinasas	irmamay.dinasas@deped.gov.ph
Ms. Leonila E. Tabaranza	leonila.tabaranza001@deped.gov.ph
Mr. Kenneth Jay B. Cavan	kennethjay.cavan@deped.gov.ph



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6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

INCENTIVE  
EMPLOYEES  
PROCEDURE

IMGD/OSDS-ASS/DM – instructions on the release of service recognition incentives to eligible deped sarangani employees  
1302/December 20, 2023



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**(Enclosure No. 1 to Division Memorandum No. 202, s. 2023)**

RELEASE OF SERVICE RECOGNITION INCENTIVES  
TO ELIGIBLE DEPED SARANGANI EMPLOYEES  
December 21-22, 2023  
Alabel National Science High School

**LIST OF ADMINISTRATIVE OFFICERS TO ASSIST  
IN THE SRI DISTRIBUTION**

<b>December 21, 2023 (AM)</b>	
Malungon 1	Cagalitan, Relliene
	Dela Gente, Krishia Mae
	Ramos, Derrik M.
	Moral, Archie T.
Malungon 2	Andrada, Nieza
	Lagana, Ruth Jean
	Franconas, Rissa
	Abapo, Jasmin
Malungon 3	Baticbatic, Aimee
	Tabugo, Ma. Glenna Vita Lux
	Egca, Maria Celeste
	Bayeta, Dave
Malungon 4	Suralta, Ariestela
	Delos Reyes, Michelle
	Cangayo, Cherry Love B.
	Orboc, April Charm
Malungon SHS	Manon-og, Paula
	Malinao, Jay Ralph
Malungon Secondary National High Schools	Abila, Marinold
	Balanga, Florderlys R.
Malungon Newly Hired	Mabini, Jay-ar
	Herman, Jayson
<b>December 21, 2023 (PM)</b>	
Malapatan 1	Almoroto, April jane
	Ladica, Josie O.
	Forteza, Summer Francis A.
	Cellacay, Stephanny S.
Malapatan 2	Pausal, Angelie Mae L.
	Miano, Janice F.
	Ocay, Janyn Rio



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<b>December 21, 2023 (PM)</b>	
Malapatan 2	Contridas, Irish Joy P.
Malapatan 3	Cordero, Donnabel
	Diodina, Elda
	Maputol, May Rose
	Omalza, John Perry
Maitum	Tuanadatu, Bai Nafzah
	Jucoy, Abigail
	Francisco, Marife
	Dumlao, Shaira Mae C.
Maasim East	Rojo, Jealet
	Basa, Betsy Rose
	Rangas, Mary jane
	Alquiza, Mary Joy
Maasim West	Cepeda, Winston
	Nabor, John Michael
	Dagayloon, Sarah
	Dango, Josephine
Kiamba	Wenceslao, Nanette A.
	Ariz, Jelaine Anne R.
	Pomares, hannah Mie
	Berenguel, Cherry Mae
	Legara, Nizza R.
	Rabaron, Maria Paula
SHS - Kiamba, Malapatan, Maitum, Maasim	Amora, Mary Grace
	Sambanan, Adelyn
	Palma, Jumer
Secondary National High Schools - Kiamba, Malapatan, Maitum, Maasim	Cortel Michelle
	Solano, Anyrose
	Tabar, Rocel



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<b>December 21, 2023 (PM)</b>	
Newly Hired Elementary and Secondary - Kiamba, Malapatan, Maitum, Maasim	Pangolima, Norfa
	Lucad, Shella Mae
	Lomocso, Paul
<b>December 22, 2023 (AM)</b>	
Alabel 1	Paghubasan, Rovelyn
	Gilza, Norhanie
	Sali, Loina Lynn
	Dequito, Helen Grace
Alabel 2	Pada, Raquel
	Andrino, Girlie
	Sauban, Novie Jane
	Alegado, Venus
Alabel 3	Corilla, Kathy Glade
	Paraico, Lory
	Gamboa, Lizel
	Sope, Mary Claire
Alabel 4	Remoroza, Regine
	Hopeda, Relyn
	Mondejar, Rena
	Balucas, Ferlyn
SHS - Alabel	Lariosa, Jemeilyn
	Macabangin, Irene
Secondary National High Schools	Laranjo, Rowene
	Amador, Rosalie
Newly Hired - Elementary and Secondary	Bacus, Gebee Arc
	Letigio, Klint John
<b>December 22, 2023 (PM)</b>	
Glan South	Dadizon, Crislean
	Ripdos, Janine Ivy
	Ocampo, Joey



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<b>December 22, 2023 (PM)</b>	
Glan South	De Guzman, Abegail Claire
Glan Central	Apud, Roshelle
	Etom, Biron
	De vera , Juliet
	Daigan, Elan
Glan North	Pauya, Yanie
	Belmonte, Char May
	Balabat, Elren
	Zolina, Eden Joy
SHS Glan	Fabula, Emy
	Quijano, Kristine Joy
Secondary National High Schools – Glan	Genilla, Jieson
	Plazo, Ritsan
Newly Hired Elementary and Secondary – Glan	Paramel, Vanessa
	Carcueva, Gretchen





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**(Enclosure No. 2 to Division Memorandum No. 202, s. 2023)**

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**COMPOSITION OF MEDICAL TEAM**

<b>Medical Team</b>	<b>Schedule</b>
Team 1: Arnold Pagaduan Esther Honey Panes	December 21, 2023 (AM)
Team 2: Nacigenes Mateo Annie Balanag	December 21, 2023 (PM)
Team 3: Milyn Gumban Arnold Tubungbanua	December 22, 2023 (AM)
Team 4: Michelle Padrigo Indera Rhea Fernandez	December 22, 2023 (PM)