



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

18 Dec 2023

DIVISION MEMORANDUM
OSDS No. **176** s. 2023

SERVICE RECOGNITION INCENTIVE (SRI) RELEASING COMMITTEE

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Administrative Order No. 12, s. 2023, dated December 7, 2023 entitled "Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023" and an unnumbered memorandum from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, as well as OIC, Office of the Undersecretary for Finance, the Schools Division Office created a committee to distribute the said incentives to the municipalities of South Cotabato.
2. The committee members are expected to perform the following responsibilities:
 - a. Monitoring and supervision of SRI release;
 - b. Cash counting and tallying;
 - c. Distribution of SRI in each municipality covered by the Schools Division of South Cotabato; and
 - d. Retrieval of unclaimed SRI.
3. Enclosed is the committee for SRI releases.
4. Meals and snacks for the committee members shall be provided during the cash counting and releasing of SRI.
5. The committee members are required to perform their particular task on December 20 – 21, 2023 respectively.
6. Anent this, personnel concerned are entitled to claim Overtime Pay for the service rendered as per CSC and DBM Joint Circular No. I s. 2015 dated November 25, 2015 "Policies and Guideline on Overtime Services and Overtime Pay for Government Employee."

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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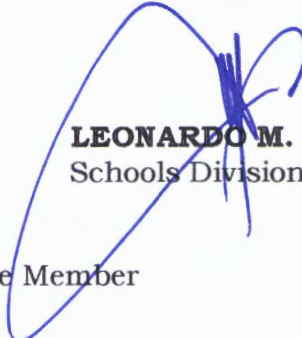




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7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: Enclosure No. 1- List of Committee Member

Reference: AO No. 12 s. 2023

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

BENEFITS
EMPLOYEES

RBF/DM- service recognition incentive (SRI) releasing committee
0000/December 18, 2023

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Encl:

LIST OF COMMITTEE MEMBERS

		NAME	POSITION	MUNICIPALITY
1	MONITORING AND SUPERVISION	BALALA, LEONARDO M.	SDS	
2		ISLA, JASMIN PATADON	ASDS	
3		DIVEDOR, CARLO P.	Accountant III	
4		TOMANAN, MAY GRACE T.	Administrative Officer V	
5		CABALQUINTO, JOSIE	Administrative Officer IV	
6		SINOY, NORIE GLYNN R.	Administrative Aide I (Driver)	
7		PELLE JR, ALFREDO P.	Administrative Aide IV (Driver)	
8		OSING, ANTHONY N.	Administrative Aide III (Driver)	
9	LEAD PERSON:	BLANCADA, MARIA SOLEDAD O.	Education Program Specialist II	NORALA
10		CATUBAY, SHIELA	Administrative Officer II	NORALA
11		MOLINA, SHIELA	Adas III	NORALA
12	LEAD PERSON:	TRESBE, NERIE H.	Administrative Officer IV	STO. NIÑO
13		SAMILLANO, SHIANNE MAY C.	Administrative Assistant III	STO. NIÑO
14		FACURA, CHERUBIM P.	Administrative Assistant II	STO. NIÑO
15	LEAD PERSON:	CABRERA, GRACE	Administrative Officer II	BANGA
16		ABING, KATHRYNE GRACE O.	Administrative Assistant III	BANGA
17		ALISEN, SALJORINE L.	Administrative Assistant III	BANGA
18		PERALTA, DANIEL L.	Administrative Assistant III	BANGA
19	LEAD PERSON:	ESTEMBER, MA. LUZ E.	Administrative Officer IV	SURALLAH
20		ALMODIA, JADE	Administrative	SURALLAH

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			Assistant III	
21		BALEÑA, KRISSEL C.	Administrative Assistant III	SURALLAH
22		DEL CASTILLO, SARVE SWAYNE P.	Administrative Assistant II	SURALLAH
23	LEAD PERSON:	TENEBRO, JOHN LLOYD ESTEMBER/ESPERO, LIRIO	Administrative Officer II	T'BOLI
24		CLAVESILLAS, JEANLY B.	Administrative Assistant II	T'BOLI
25		JORDAN, JUDY ROSE	Administrative Assistant III	T'BOLI
26		FAJARDO, DHOLLYN CLEAR V.	Administrative Assistant III	T'BOLI
27		CAEL, ARIANNE D.	Administrative Assistant II	T'BOLI
28	LEAD PERSON:	LECHONSITO, LOURDES B.	Administrative Officer II	LAKE SEBU
29		CORNEJA, REMEGIO JR.	Administrative Officer II	LAKE SEBU
30		YAP, ARIAN B.	Administrative Assistant III	LAKE SEBU
31		MONTANO, IRIS I.	Administrative Officer II	LAKE SEBU
32	LEAD PERSON:	SOMERA, RONALD JIM S.	Administrative Officer V	TANTANGAN
33		VILLARUEL, HANELYN S.	Administrative Assistant III	TANTANGAN
34		QUIROS, GISELLE D.	Administrative Officer II	TANTANGAN
35		BOLDIOS, RAIZA MAE E.	Administrative Officer II	TANTANGAN
36	LEAD PERSON:	WONG, SHIRWEN S.	Administrative Officer II	TUPI
37		ESPAÑOLA, MAY JOY F.	Administrative Assistant I	TUPI
38		TEMPLONUEVO, GELLI E.	Administrative Officer II	TUPI
39	LEAD PERSON:	DIESTRO, FRANCIS E.	Administrative Officer II	TAMPAKAN
40		RAMOS, MARILYN P.	Administrative Officer II	TAMPAKAN
41		SOLOMON, EDA	Administrative Officer II	TAMPAKAN

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42	LEAD PERSON:	RUFINO, AILEEN GRACE T.	Administrative Assistant III	POLOMOLOK
43		ESPERO, LIRIO P.	Administrative Officer II	POLOMOLOK
44		FEREN, ROXANE B.	Administrative Officer II	POLOMOLOK
45		COSIO, VANESSA	Administrative Assistant III	POLOMOLOK
46		AMPATUAN, NUR ALI K.	Administrative Officer II	POLOMOLOK
47		SOMBREA, RICHELLE	Administrative Assistant III	POLOMOLOK
48		AGUSTIN, AMRAH MANILA	PSDS	
49		BANGOC, RAMONA F.	PSDS	
50		CANTOR, MARIA FE E.	PSDS	
51		DARROCA, DAISY I.	PSDS	
52		EULATIC, PABLO L.	PSDS	
53		GALVE, DENNIS LACSAO	PSDS	
54		MARCELINO, REYNITA T.	PSDS	
55		PADUA, LORNA T.	PSDS	
56		SABOD, MARIANNE M.	PSDS	
57		SUSCANO, JOHN ARNEL B.	PSDS	
58		POLICE OFFICER		
59		POLICE OFFICER		
60		POLICE OFFICER		
61		POLICE OFFICER		
62		POLICE OFFICER		
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65		POLICE OFFICER		
66		POLICE OFFICER		
67		POLICE OFFICER		

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