




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM
No. 479 s. 2022

TO : All Tagbilaran City Division Personnel

FROM : **JOSEPH IRWIN A. LAGURA PhD** 
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **ADVISORY ON THE CONDUCT OF PAYOUT OF FISCAL YEAR 2022
SERVICE RECOGNITION INCENTIVE**

DATE : December 28, 2022

Pursuant to Administrative Order (AO) No. 01 and DEPED Memorandum dated December 19, 2022, this Office will conduct the payout of the 2022 SRI on December 29, 2022 at 1:00PM at the Tagbilaran City Schools Division Office. All qualified personnel are required to bring two (2) valid IDs, **NO ID, NO PAYOUT**. Claiming of payout through an authorization letter is not allowed. Payout will be done by school. To avoid congestion of the area for payout each school are requested to be mindful of their respective schedule attached on the second page.

The following Disbursing Officers from the Implementing Units are advised to report to the Division Office at 9:00AM to help with the payout:

1. Ma. Flores Veloso
2. Roel Pumatong
3. Josefina Tayag
4. Marlyn Dospueblos
5. Karen Gementiza

Please be guided accordingly.

For strict compliance

JIAL/BUDGET&FINANCE/CPC/mt



Accounting Section
Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

Schedule for SRI Payout

No.	Name of School	Schedule
1.	Bool ES	1:00PM – 3:00PM
2.	Booy ES	1:00PM – 3:00PM
3.	Booy South ES	1:00PM – 3:00PM
4.	Cabawan ES	1:00PM – 3:00PM
5.	City East ES	1:00PM – 3:00PM
6.	Cogon ES	1:00PM – 3:00PM
7.	Dampas ES	1:00PM – 3:00PM
8.	Dao ES	1:00PM – 3:00PM
9.	Eastern Cogon ES	1:00PM – 3:00PM
10.	Manga ES	1:00PM – 3:00PM
11.	Mansasa ES	1:00PM – 3:00PM
12.	San Isidro ES	1:00PM – 3:00PM
13.	TCCES	1:00PM – 3:00PM
14.	Taloto ES	1:00PM – 3:00PM
15.	Tiptip ES	1:00PM – 3:00PM
16.	Ubujan ES	1:00PM – 3:00PM
17.	TCCS – SPED Center	1:00PM – 3:00PM
18.	San Isidro HS – JHS and SHS	3:00PM –6:00PM
19.	Tagbilaran HS – Hearing Impaired	3:00PM –6:00PM
20.	DCPNHS – JHS/SHS/Non-Teaching	3:00PM –6:00PM
21.	Mansasa NHS – JHS/SHS/Non-Teaching	3:00PM –6:00PM
22.	Manga NHS – JHS/SHS/Non-Teaching	3:00PM –6:00PM
23.	Tagbilaran City Science HS – JHS/SHS/Non-Teaching	3:00PM –6:00PM
24.	Cogon HS Evening Class – JHS/SHS/Non-Teaching	3:00PM –6:00PM
25.	ALS Teachers	3:00PM –6:00PM



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