



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



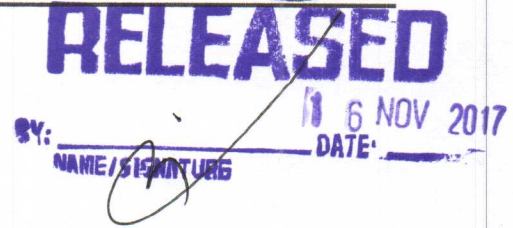
Division Memorandum No. 320 Series of 2017

TO: **Public Schools District Supervisors**  
**Secondary School Heads**  
All Others Concerned

FROM: **The Office of the Schools Division Superintendent**

SUBJECT: **Reiteration on the Guidelines on the Grant of Year-End Bonus and Cash Gift**

DATE: **November 15, 2017**



Pursuant to Section 6.1 of **DBM Budget Circular No. 2016-04**, otherwise known as the **Updated Rules and Regulations on the Grant of Year-End Bonus and Cash Gift for FY 2016 and Years Thereafter**, this Office endeavors to ensure the proper payment of bonuses and cash gifts to entitled government personnel.

Apropos the foregoing, Public Schools District Supervisors and Secondary School Heads who are tasked to act as Special Disbursing Officers for the purpose above-stated are hereby ordered to strictly observe these guidelines and to release the checks **only to the payees indicated therein.**

**Failure to abide by this issuance is tantamount to insubordination and legal action may be taken against the violators.**

Accordingly, anyone who has knowledge of any PSDS, School Head or any other DepEd personnel releasing or facilitating the release of the checks to any person or entity other than the payee is encouraged to report the same to this Office verbally, in writing, or through the contact numbers provided below.

**STRICT COMPLIANCE IS ENJOINED.**

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

Copy furnished:

**Virgilio P. Batan, Jr.** CESE -OIC-ASDS  
**Filma B. Catalan, Ed. D.** -OIC-ASDS  
**Helen E. Tangon** -AO V (Administrative Services)  
**Arvie M. Ompoy, CPA** -Division Accountant  
**Elena A. Nieves** -Cashier  
All concerned personnel