



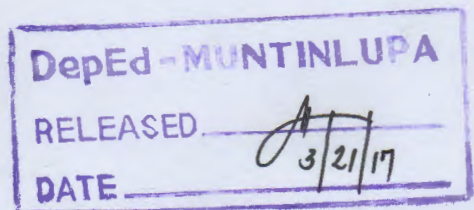
Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 17, 2017

### MEMORANDUM


To: OIC- Asst. Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
Administrative Officer V  
All Public Secondary School Principals/OICs  
All Others Concerned



### GRANT OF GRATUITY PAY TO JOB ORDER AND CONTRACT OF SERVICE WORKERS IN THE GOVERNMENT

Attached is DepEd Order No. 51, s. 2017 re: Grant of Gratuity Pay to Job Order and Contract of Service Workers in the Government dated March 14, 2017, the contents of which are self-explanatory, for information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent





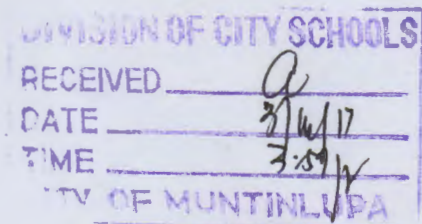
Republic of the Philippines  
**Department of Education**

14 MAR 2017

DepEd MEMORANDUM  
No. **51**, s. 2017

**GRANT OF GRATUITY PAY TO JOB ORDER AND CONTRACT OF SERVICE  
WORKERS IN THE GOVERNMENT**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary Schools Heads  
All Others Concerned



1. Administrative Order No. 02 issued by President Rodrigo Roa Duterte on January 31, 2017 entitled **Authorizing Grant of Gratuity Pay to Job Order (JO) and Contract of Service (CoS) Workers in Government** provides in relevant part:

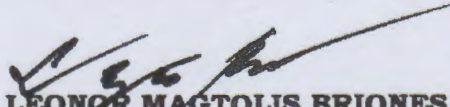
**Section 1.** All workers whose services are engaged through JO and CoS and who have rendered **a total or an aggregate of at least four months of satisfactory service as of December 15, 2016**, and whose contract are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Two Thousand Pesos (P 2,000.00) each; and

**Section 2.** Those who have rendered **less than four months of satisfactory service as of December 15, 2016 and with effective contracts as of the same date** may also be granted the one-time Gratuity Pay, not exceeding One Thousand Pesos (P 1,000.00) each.

2. In implementation thereof, heads of offices are requested to submit to their respective Personnel Division a certification of satisfactory service for workers engaged as JO and and CoS personnel who have rendered (a) a total or an aggregate of at least four months of satisfactory service as of December 15, 2016, and whose contract are still effective as of the same date; and (b) less than four months of satisfactory service as of December 15, 2016 and with effective contracts as of the same date. In order to facilitate the immediate release of gratuity pay, all concerned are required to submit said certification on or before **March 15, 2017**.

3. Payment of the applicable gratuity pay is chargeable to the Maintenance and Other Operating Expenses allotment where the compensation of workers engaged through JO and CoS are sourced.

4. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



Encl.:  
As stated

Reference:  
None

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

- BENEFITS
- CONTRACTS
- EMPLOYEES
- OFFICIALS
- PAYMENTS
- SERVICE

SMMA, DM Grant of Gratuity Pay  
0192, February 20/March 8, 2017

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
DepEd Complex, Manila Avenue  
Pasig City

### CERTIFICATION

In the Office of the President (OP) Administrative Order No. 04  
issuing the Grant of Gratuity Pay to OIC Order (OIC) and Contract of  
in Government, this is to certify that the following OIC  
(Bureau/Division/Office/School) are qualified  
for gratuity pay and has satisfactorily performed their duties  
and responsibilities in their respective position.

Name of Employee	Work Category	Date Issued
	Professional employee	January 11, 2016

Head of Office  
Position  
Bureau/Division/School



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Merlaco Avenue  
Pasig City

## CERTIFICATION

Pursuant to the Office of the President (OP) Administrative Order No. 02, s. 2017, "Authorizing the Grant of Gratuity Pay to Job Order (JO) and Contract of Service (CoS) Workers in Government", this is to certify that the following CoS personnel assigned in the (Bureau/Service/Division/Office/School) are qualified to avail the one-time gratuity pay and has **satisfactorily** performed their duties and responsibilities in their respective position:

<b>Name of Employee</b>	<b>Work Category</b>	<b>Date Hired</b>
1. Juan R. Dela Cruz, Jr.	Technical Assistant	January 11, 2016

**Head of Office**  
**Position**  
**Bureau/Division/School**