



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
ButuanCity



Regional Memorandum

No. 544 s. 2018



September 28, 2018

REITERATING THE POLICY ON THE GRANT OF LOYALTY AWARD AND LOYALTY PAY

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Civil Service Memorandum Circular No. 06 s. 2002 provides for the granting of Loyalty Award to all officials and employees in the national and local government, among others who rendered ten (10) years of continuous and satisfactory service in the government.
2. In the same CSC Memorandum Circular, the particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award. The official or employee who incurred an aggregate of not more than twenty five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.
3. Another feature of the CSC Circular No. 06 s. 2002 is aside from the giving of loyalty memorabilia/souvenir/award, all qualified officials and employees shall be granted cash gift which shall not be less than P500.00 but not more than P1,000.00 for every year of service.
4. Considering however that the cash equivalent of the loyalty award is chargeable against savings of the agency (e.g. Regional Office, Schools Division, IUs), all Schools Division Superintendents are enjoined to give priority to loyalty pay. It is only AFTER payment of loyalty pay to officials and employees who are entitled to receive the cash gift shall other payable accounts be considered.
5. Immediate dissemination of this Memorandum is enjoined.

FRANCIS CESAR B. BRINGAS, CESO V

OIC-Regional Director

To be indicated in the Perpetual Index under the following subjects

BENEFIT EMPLOYEES SAVINGS TEACHERS