

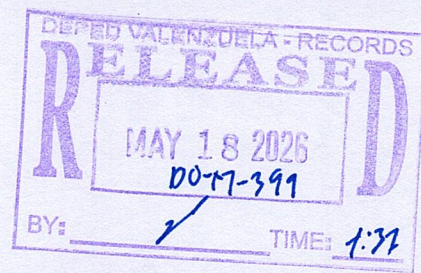


DepEd ICT Unit

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0404, s. 2026

GRANT OF LOYALTY CASH GIFT FOR SECOND QUARTER OF FY 2026

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 54, s. 2015 and CSC MC No. 06, s. 2002, the Loyalty Cash Gift is granted to all officials and employees who have completed at least ten (10) years, and every five years thereafter, of *continuous* and *satisfactory* service in the government.

2. The eligibility of an employee for a particular milestone year for the grant of Loyalty Cash Gift for the Second Quarter of FY 2026 shall be determined based on the following:

Milestone	Date of Appointment
10th year	April 1 to June 30, 2016
15th year	April 1 to June 30, 2011
20th year	April 1 to June 30, 2006
25th year	April 1 to June 30, 2001
30th year	April 1 to June 30, 1996
35th year	April 1 to June 30, 1991
40 th year	April 1 to June 30, 1986

3. To facilitate the request for funding from the Department of Budget and Management (DBM), all Schools-in-Charge shall submit the list of eligible employees using the attached template (Annex A) in Microsoft Excel format on or before **May 20, 2026, at 5:00 PM**. Documents must be uploaded to: <https://tinyurl.com/LOYALTY-FY-2026>

Required documents for submission:

A. **Summary of Eligible Employees (Annex A)**, duly reviewed and validated against the employee's **Service Record as of June 30, 2026**.



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Note: Continuous service means that the employee has not incurred any of the following during the milestone period:

1. An aggregate of more than **fifty (50) days of unauthorized vacation leave without pay within the ten (10)-year period;**
2. An aggregate of more than **twenty-five (25) days of unauthorized vacation leave without pay within the five (5)-year period**

B. Certificate of Non-payment from previous office (transferee), if applicable.

3. Please be informed that the submission link shall be strictly closed after the set deadline.
4. The Schools Personnel-in-Charge and School Heads are fully responsible for the accuracy of all submitted documents.
5. Attached are the template and the policies on the grant of Loyalty Cash Gift for reference.
6. Strict compliance with the above guidelines is hereby enjoined.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS LOYALTY CASH GIFT

NZL - GRANT OF LOYALTY CASH GIFT FOR SECOND QUARTER OF FY 2026
_____/May 14, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



ANNEX A

SCHOOL

LIST OF SCHOOL-BASED EMPLOYEES ELIGIBLE TO RECEIVE THE LOYALTY CASH GIFT FOR SECOND QUARTER OF FY 2026

NO.	NAME (LAST NAME, FIRST NAME, MI)	POSITION	DATE OF ORIGINAL APPOINTMENT/ LSB	NO. OF YEARS IN SERVICE	LBP ACCOUNT NUMBER
1					
2					
3					
NOTHING FOLLOWS					

Prepared by:

Name
Position

Certified correct:

Name of School Head
Position

**Kindly ensure that the official header and footer of each school are properly added to the template. Submissions without the required school header and footer shall be considered incomplete.*



Republic of the Philippines
Department of Education

DepEd ORDER
No. **54**, s. 2015

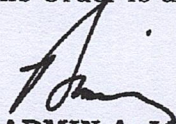
08 DEC 2015

AMENDMENT TO DEPED ORDER NO. 55, S. 2003
(Increase of Payment of Loyalty Cash Gift)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to the Civil Service Commission Memorandum Circular No. 06, s. 2002, entitled *Revised Policies on the Grant of Loyalty Award*, the payment of Loyalty Cash Award (LCA) was increased to an amount not less than P 500.00 but not more than P 1,000.00 for every year of service to qualified officials and employees.
2. In view of this, Paragraph 2 of DepEd Order No. 55, s. 2003 which states that, *In this connection, the payment of such cash gift to all officials and employees of the Department shall be increased to P 500.00 from the old rate of P 300.00 per year of service*, is hereby amended as follows:

"2. In this connection, the payment of such cash gift to all officials and employees of the Department shall be increased to P 1,000.00 for every year of service of the qualified official/employee."
3. This is also in line with the Commission on Audit Circular No. 2013-003A s. 2013 (copy enclosed), which prescribed revised rates of the LCA.
4. The loyalty cash award is given to an official/employee who has completed at least 10 years, and every five years thereafter, of continuous and satisfactory service in the government,
5. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References: DepEd Order (No. 55, s. 2003)
DepEd Memorandum No. 131, s. 2013

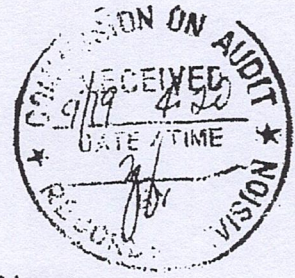
To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCES	BENEFITS	LEGISLATIONS
AMENDMENT	EMPLOYEES	OFFICIALS

Rhea/DM-R Amendment to DepEd Order No. 55, s. 2003
0773/November 26/December 2, 2015



Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines



CIRCULAR

No. : 2013-003A
Date: SEP 18 2013

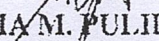
To : All Head of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government Agencies (NGAs), Local Chief Executives of Local Government Units (LGUs), Heads of Government-Owned and/or Controlled Corporations (GOCCs) and their Subsidiaries, COA Assistant Commissioners, Directors, Auditors and All Others Concerned

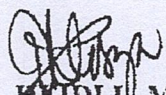
Subject : Amendment to COA Circular No. 2013-003 dated January 30, 2013 re: Reiteration of Audit Disallowance of Payments without Legal Basis of Allowances, Incentives, and Other Benefits of Government Officials and Employees in the NGAs, LGUs and GOCCs and their Subsidiaries

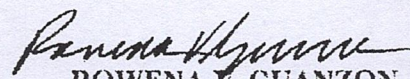
To align Paragraph III on the rates of Loyalty Cash Award (LCA) stated in COA Circular No. 2013-003, with Item 6, Revised Policy on Grant of Loyalty Award of the Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2002, the LCA Rates prescribed in COA Circular No. 2013-003 dated January 30, 2013 are hereby amended as follows:

10 th year	-	from P5,000.00 to P10,000.00
15 th year	-	from P2,500.00 to P5,000.00
20 th year	-	from P2,500.00 to P5,000.00
25 th year	-	from P2,500.00 to P5,000.00
30 th year	-	from P2,500.00 to P5,000.00
35 th year	-	from P2,500.00 to P5,000.00
40 th year	-	from P2,500.00 to P5,000.00

This Circular shall take effect fifteen (15) days after publication in newspapers of general circulation.


MA. GRACIA M. PULIDO TAN
Chairperson


HEIDI L. MENDOZA
Commissioner


ROWENA V. GUANZON
Commissioner



Republic of the Philippines
Civil Service Commission
 Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
 Civil Service at its Best.

Mamamayan Muna

CSC MC No.06, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED-AND-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Revised Policies on the Grant of Loyalty Award

Pursuant to CSC Resolution No. 02-0295 dated Feb. 26, 2002, the Commission amends the policies on the grant of loyalty award. These policies were formulated to recognize the continuous and satisfactory service rendered in the government by officials and employees for a period of ten years. The revised policies are as follows:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
3. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.*

In the same way, an 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.

* (For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, "authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement...")

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

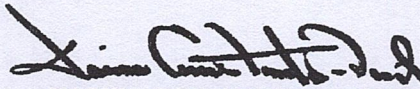
5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

Please be guided accordingly.



KARINA CONSTANTINO-DAVID
Chairman

March 01, 2002
CAC-AAPE/ma
MC 10. Revised Policies on Loyalty Award



Republic of the Philippines
Civil Service Commission
 Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
 Civil Service at Its Best.
Mamamayan Muna

Revised Policies on
 The Grant of Loyalty Award

CSC RESOLUTION NO. 020295

WHEREAS, Section 35, Chapter 5, Book V of Executive Order No. 292 provides that there shall be established a government-wide employee suggestions and incentive awards system which shall be administered under such rules, regulations and standards as may be promulgated by the Civil Service Commission;

WHEREAS, Section 7(e), Rule 10 of the Omnibus Civil Service Rules and Regulations Implementing Book V of Executive Order No. 292, provides that all members of the government workforce shall receive incentive awards, including the grant of loyalty award based on continuous and satisfactory service;

WHEREAS, Item 2 of CSC MC No. 42, s. 1992 provides that loyalty award be given to government officials and employees who have completed at least ten (10) years of continuous and satisfactory service to the particular agency granting the award;

WHEREAS, this policy recognizes only the continuous and satisfactory service of those who stay in one particular agency for a period of ten years and overlook the services of those who transferred from one government agency to another;

WHEREAS, the Commission acknowledges the need to make the present policies on the grant of loyalty awards encompass all dedicated civil servants who rendered continuous and satisfactory service in the government;

NOW THEREFORE, the Commission hereby adopts the following policies relative to the grant of loyalty award:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
3. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.*

In the same way, an 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.

* For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, "authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement..."

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.


6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

RESOLVED FURTHER that the above guidelines shall be implemented effective January 01, 2002.

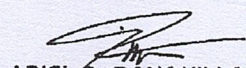
Quezon City, FEB 26 2002


KARINA CONSTANTINO-DAVID
Chairman


JOSE F. ERESTAIN, JR.
Commissioner


WALDEMAR V. VALMORES
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III

February 8, 2002
DAC/AJPE/ma
Resolution- Revised Policies on Loyalty Award