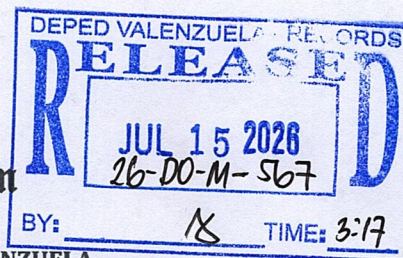




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 0572, s. 2026

GRANT OF LOYALTY CASH GIFT FOR THIRD 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 Third Quarter of FY 2026 shall be determined based on the following:

Milestone	Date of Appointment
10th year	July 1 to September 30, 2016
15th year	July 1 to September 30, 2011
20th year	July 1 to September 30, 2006
25th year	July 1 to September 30, 2001
30th year	July 1 to September 30, 1996
35th year	July 1 to September 30, 1991
40 th year	July 1 to September 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 **July 21, 2026, at 5:00 PM**. Documents must be uploaded to: <https://tinyurl.com/LOYALTY-FY-3Q2026>

Required documents for submission:

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



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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.

4. Please be informed that the submission link shall be strictly closed after the set deadline.
5. The Schools Personnel-in-Charge and School Heads are fully responsible for the accuracy of all submitted documents.
6. Attached are the template and the policies on the grant of Loyalty Cash Gift for reference.
7. 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 THIRD QUARTER OF FY 2026
_____/July 14, 2026



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