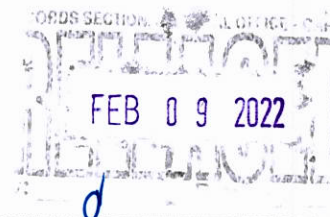




Republic of the Philippines
Department of Education
CARAGA REGION



February 9, 2022

REGIONAL MEMORANDUM

No. 0084, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENT
This Region

SUBMISSION OF FUNDING REQUIREMENTS FOR THE GRANT OF
ONE-TIME GRATUITY PAY FOR FY 2021 CONTRACT OF SERVICE
(COS) ASATIDZ UNDER THE MADRASAH EDUCATION PROGRAM

1. This is in reference to Memorandum DM-CI-2022-027, re: Grant of Gratuity Pay to Contract of Service (COS) and Job Orders (JO) Asatidz for Fiscal Year 2021, which states that Asatidz are eligible for one-time Gratuity Pay at a uniform rate of not more than PHP 5,000.00 each after meeting all the conditions and none of the exclusions set forth by Sections 1 and 2 of A.O. No. 46, s. 2021.
2. The Gratuity Pay for the COS asatidz shall be charged against available FY 2021 Madrasah Education Program (MEP) Funds under the Program Support Funds (PSF) downloaded to the Schools Division Offices, subject to the rules and modifications in allotments under Section 72 of the General Provisions under the FY 2021 GAA, as well as other relevant budgeting, accounting, and auditing rules and regulations. If the SDOs' FY 2021 MEP Program Support Funds are already fully utilized, payment for the Gratuity Pay will be charged against the Regional Program Support Funds, which will be downloaded to the concerned SDOs.
3. To facilitate the downloading of funds to SDOs, Division ALIVE Coordinators in collaboration with the Division Budget Officer and School Principals of MEP implementing schools, shall prepare a list of qualified asatidz with the corresponding budget requirements using the attached template in Enclosure 1 and submit to the Regional Office on or before February 10, 2022 at caraga@deped.gov.ph with a copy furnished to rhea.yparraguirre@deped.gov.ph.
4. Furthermore, Division ALIVE Coordinators must gather all the necessary documents for COS asatidz who are eligible for gratuity pay, such as an approved class program, a signed contract that is still valid until December 15, 2021, and an approved 2021 IPCRF with at least Satisfactory Performance.



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5. Immediate dissemination and compliance of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated

References: Memorandum DM-CI-2022-027; Memorandum OUF-2022-0037

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

ALLOCATION
BUDGET
GRATUITY PAY
MADRASAH EDUCATION
TEACHERS

CLM/rjy
02/09/2022

Enclosure 1 to Regional Memorandum No. 0084, s. 2022

LIST OF QUALIFIED CONTRACT OF SERVICE (COS) ASATIDZ
TO RECEIVE ONE-TIME GRATUITY PAY FOR FY 2021
Division: _____

Name of Contract of Service Asatidz	School Assignment	Total No. of Hours rendered per Week	Contract Effectivity	2021 IPCF Rating		Eligible Amount
				Numerical Rating	Adjectival Rating	
1.						
2.						
3.						
4.						
5.						
TOTAL						

Prepared by:

Attested by:

Division ALIVE Coordinator

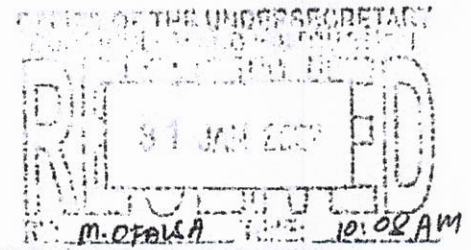
Division Budget Officer

Approved:

Schools Division Superintendent



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM
OUF-2022-0037

FOR : UNDERSECRETARY DIOSDADO M. SAN ANTONIO
Curriculum and Instruction

DIRECTOR LEILA P. AREOLA
Bureau of Learning Delivery

— REGIE
JAN 31, 2022

FROM :  ANNALYN M. SEVILLA
Undersecretary

SUBJECT : RESPONSE TO THE REQUEST FOR APPROVAL FOR GRANT OF
GRATUITY PAY TO COS AND JO ASATIDZ FOR FISCAL YEAR 2021

DATE : January 24, 2022

This refers to OM-OUCI-2022-00-008 entitled *Grant of Gratuity Pay to Contract of Service (COS) and Job Orders (JO) Asatidz for Fiscal Year 2021* dated January 11, 2022. Pursuant to Sec. 1 of Administrative Order (AO) No. 46, s. 2021,

"All workers whose services are engaged through COS and JOS, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of services, as stipulated in their respective contracts, as of 15 December 2021, and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Five Thousand Pesos (Php5,000) each.

Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2021, and whose contracts are still effective as of the same date, may also be granted the one-time Gratuity Pay, on a pro rata basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months or more but less than 4 months	Not exceeding Php4,000
2 months or more but less than 3 months	Not exceeding Php3,000
Less than 2 months	Not exceeding Php2,000

XXXX



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

454017

MEMORANDUM
DM-CI-2022-027

TO : **REGIONAL DIRECTORS**

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary for Curriculum and Instruction

SUBJECT : **GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDERS (JO) ASATIDZ FOR FISCAL YEAR 2021**

DATE : February 2, 2022

This has reference to **Administrative Order No. 46, s. 2021**, entitled "**Authorizing the Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) Workers in Government for Fiscal Year 2021**," that provides monetary incentives to COS/JOs in recognition of their hard work in implementing various programs, projects, and activities, including those which are parts of the emergency COVID-19 response efforts of the government. Pursuant to this, all **Asatidz** (Muslim Teachers) are eligible to receive one-time Gratuity Pay at a uniform rate which **shall not exceed Php 5,000.00 each after having met all the conditions and none of the exclusions as provided for by Sections 1 and 2 of A.O. No. 46, s. 2021.**

The funding source of the Gratuity Pay for COS/JOs Asatidz shall be charged against the **available FY 2021 Madrasah Education Program (MEP) Funds under the Program Support Funds (PSF) downloaded to the Regions and Schools Division Offices**, subject to the rules of modifications in allotments under Section 72 of the General Provisions under FY 2021 GAA, as well as other relevant budgeting, accounting, and auditing rules and regulations.

As per DepEd Order No. 41, s. 2017, teachers for the Madrasah Education Program (MEP) or Asatidz may be under contract of service (COS) or granted permanent position. Asatidz under COS are required to render 20 hours per week, inclusive of the instructional preparations.

Attached herewith is the Memorandum OUF-2022-0037 signed by the Undersecretary for Finance, Annalyn M. Sevilla, for reference.

Immediate dissemination of this Memorandum is desired.

Funding source to implement the AO shall be charged against the available Maintenance and Other Operating Expenses (MOOE) allotment for the same program, activity, or project (P/A/P) where compensation for COS and JOs are sourced¹.

According to DepEd Order No. 41, s. 2017², teachers for the Madrasah Education Program (MEP) or *Asatidz* may be under contract of service (COS) or granted a permanent position. *Asatidz* under COS are required to render at least 20 hours per week inclusive of the instructional preparations.

With the foregoing, the request for grant of Gratuity Pay to the *Asatidz* under COS may be approved, provided they have rendered the required number of hours as provided for in D.O. No. 41, 2017 and have existing and effective contracts as provided for in A.O. No. 46, s. 2021.



¹ Section 3 (a), A.O. No. 46, s. 2021

² Entitled "*Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program*", dated August 11, 2017