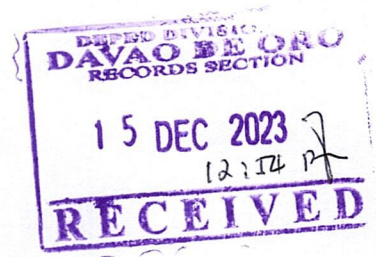




Republic of the Philippines  
**Department of Education**  
 REGION XI

**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

December 15, 2023

**DIVISION MEMORANDUM**

No. 041, s. 2023

**SUBMISSION OF LIST OF TEACHERS AND OTHER EMPLOYEES WHO  
 WILL OPT FOR THEIR SERVICE RECOGNITION INCENTIVE  
 (SRI) 2023 TO BE PAID VIA THEIR PAYROLL ATM**

To : Public Schools District Supervisors/  
 District Coordinating Principals  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Please be advised to submit the list of teachers and other employees who will opt for their SRI to be paid via their payroll ATM, by school for the secondary implementing and non-implementing units and by district for the elementary. The list should indicate the correct name as reflected in the November pay slip/payroll. The list shall be prepared by the Administrative Officer II and shall be approved by the School Head or PSDS/DCP as the case may be.

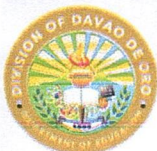
NAME	DISTRICT
1) ALCOSER, EDNA C.	MAWAB DISTRICT
2) BALABA, SHIELA T.	MAWAB DISTRICT
3) CASERA, MARCOS W.	MAWAB DISTRICT
---NOTHING FOLLOWS---	

NAME	SCHOOL
1) ALCOS, MATER D.	GABI NHS
2) BARBON, MATEO T.	GABI NHS
3) CARCALLE, JESSA S.	GABI NHS
---NOTHING FOLLOWS---	

2. The list which shall be accompanied by a written request shall be submitted to the Division Payroll Services Unit (PSU) or to the security guard on duty on or before December 17, 2023 @ 5:00 pm.
3. Scanned copy of the list and written requests may be submitted in advance at email address [sdo.personnel.ddo@gmail.com](mailto:sdo.personnel.ddo@gmail.com).
4. Immediate dissemination of this Memorandum is desired.

By the authority of the  
 Schools Division Superintendent:

**NORBERTO S. MANLANGIT CE MPA**  
 Administrative Officer V  
 Officer-In-Charge



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 Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
 Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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