



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



February 17, 2022

Regional Memorandum

GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE(COS) AND JOB ORDERS(JO) ASATIDZ FOR FISCAL YEAR 2021 AND ADDITIONAL FINANCIAL ASSISTANCE FOR INSTRUCTIONAL MATERIALS

To All Superintendents

With reference to SARO No. OSEC 4A-21-3076 dated July 29, 2021, and DM-CI-2022-027 dated February 2, 2022, this office is downloading Additional Madrasah Education Program Support Funds (PSF)intended for the said Gratuity Pay as Additional Compensation and financial Assistance for Instructional Materials (Php 893,000.00). See Enclosure 1 for the allotment.

Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

clmd/epc



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Enclosure 1

GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE(COS) AND JOB ORDERS(JO) ASATIDZ FOR FISCAL YEAR 2021 AND ADDITIONAL FINANCIAL ASSISTANCE FOR INSTRUCTIONAL MATERIALS

SDOs	NUMBER OF ASATIDZ(based on FY 2021 list)	GRATUITY PAY(5,000.00 per Asatid)	Additional Instructional Materials
Antipolo City	2	10,000.00	44,200.00
Batangas Province	2	10,000.00	44,200.00
Biñan City	2	10,000.00	44,200.00
Calamba City	3	15,000.00	44,200.00
Cavite City	2	10,000.00	44,200.00
Cavite Province	0	0	44,200.00
Dasmariñas City	6	30,000.00	44,200.00
General Trias City	3	15,000.00	44,200.00
Laguna Province	2	10,000.00	44,200.00
Lipa City	2	10,000.00	44,200.00
Lucena City	4	20,000.00	44,200.00
Quezon Province	1	5,000.00	44,200.00
Rizal Province	5	25,000.00	44,200.00
Sta. Rosa City	2	10,000.00	44,200.00
Tanauan City	10	50,000.00	44,200.00
TOTAL	46	230,000.00	66,300.00
GRAND TOTAL			893,000.00



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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.

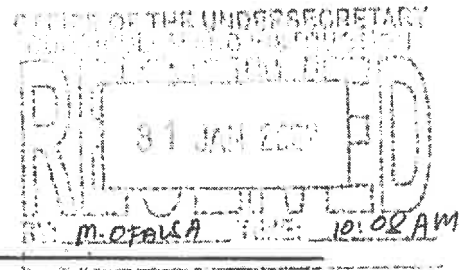
As per DepEd Order No. 41, s. 2017, teachers for the Madrasah Education Program (MEP) or Asatidz may be under contract of service (COS) or granted permanent position. Asatidz under COS are required to render 20 hours per week, inclusive of the instructional preparations.

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.



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

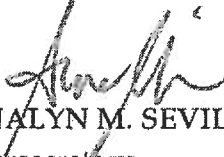


MEMORANDUM
 OUF-2022-0037

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

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