

DepEd ICT Unit

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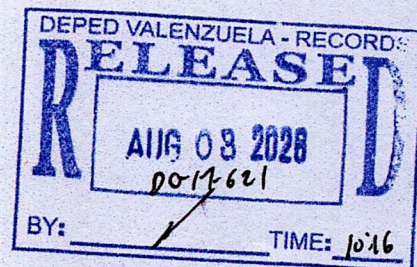


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0624, s. 2026

GRANT OF LOYALTY CASH GIFT FOR FOURTH 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 (5) 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 Fourth Quarter of FY 2026 shall be determined based on the following:

Milestone	Date of Appointment
10th year	- October 1 to December 31, 2016
15th year	- October 1 to December 31, 2011
20th year	- October 1 to December 31, 2006
25th year	- October 1 to December 31, 2001
30th year	- October 1 to December 31, 1996
35th year	- October 1 to December 31, 1991
40th year	- October 1 to December 31, 1986

3. Employees who achieved their milestone anniversary during the 1st, 2nd, or 3rd Quarters of FY 2026 (Date of Appointment falling between January 1 and September 30 of the respective milestone year) but were *not previously included* in the submission or request for those quarters are hereby authorized to be included in this Fourth Quarter request batch.

4. 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 Annexes in Microsoft Excel format on or before **August 14, 2026, until 5:00 PM only**. Documents must be uploaded to:
<https://univurl.com/LOYALTY-FY-4Q2026>



Address: Pio Valenzuela St., Marulas, Valenzuela City
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Official Website: <https://www.depedvalenzuela.com>





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Required documents for submission:

- A. **Summary of Eligible Employees (Annex A)**, duly reviewed and validated against the employees' **Service Record as of December 31, 2026**.

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. **Summary of Eligible Employees for Prior Years' Claims (Annex B)**, duly reviewed and validated against the employees' Service Records, listing those who were not paid during their respective milestone year(s).

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

5. Please be informed that the submission link shall be strictly closed after the set deadline.

6. The Schools Personnel-in-Charge and School Heads are fully responsible for the accuracy of all submitted documents.

7. Attached are the template and the policies on the grant of Loyalty Cash Gift for reference.

8. 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 FOURTH QUARTER OF FY 2026
_____/July 30, 2026