



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

December 17, 2025

DIVISION MEMORANDUM

No. **384**, s. 2025

**SUBMISSION OF DOCUMENTS FOR THE RELEASE OF GRATUITY PAY TO  
CONTRACT OF SERVICE AND JOB ORDER WORKERS IN SCHOOLS FOR FISCAL  
YEAR 2025**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Administrative Officers II in the field  
All others concerned

1. By virtue of Administrative Order No. 39 s. 2025, ***“Authorizing the Grant of Gratuity Pay to Contract Of Service And Job Order Workers in the Government For Fiscal Year 2025”***, issued by the President. The grant of such gratuity pay recognizes the hard work and valuable participation of COS and JO personnel in the implementation of various programs, activities, and projects of the government, and their pivotal role in the delivery of government services amidst present socio-economic challenges. This Office hereby directs all schools to facilitate the submission of required documents for the processing and release of Gratuity Pay for Contract of Service (COS) and Job Order (JO) workers for Fiscal Year 2025.
2. In view of the foregoing, the following required documents shall be submitted, soft copy emailed to [charmainemae.aranil@deped.gov.ph](mailto:charmainemae.aranil@deped.gov.ph) and duly accomplished and signed documents, to the SDO Personnel Unit ***on or before 12:00 n.n December 19, 2025***
  - a. List of names of Job Order and Contract of Service workers in respective schools who have NOT yet received Gratuity Pay, indicating their length of service and the amount of gratuity pay to granted.
  - b. Certification from the Administrative Officer in the District that the workers who were listed are qualified and entitled to receive the grant of gratuity pay in accordance with the guidelines set forth by Administrative Order 39 s. 2025
  - c. Certification from the Administrative Officer in the District that the workers listed were not granted gratuity pay from School MOOE funds.

***\*\*\* Contract of Service (COS) and Job Order (JO) workers who have already received Gratuity Pay charged against School MOOE or any other local funds shall no longer be entitled to payment from the Schools Division Office. Consequently, their names shall be excluded from the list.***



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3. To facilitate the timely submission of the required documents, district offices are directed to consolidate all data per school, and further instructed to refer strictly to the attached template, and ensure that all required information is accurately filled out and properly validated prior to submission to avoid delays processing.
4. For information and guidance and strict compliance

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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LIST OF CONTRACT OF SERVICE AND JOB ORDER WORKERS  
QUALIFIED TO RECEIVE GRATUITY PAY FOR FISCAL YEAR 2025  
IN \_\_\_\_\_ DISTRICT

	NAME	SCHOOL	LENGTH OF SERVICE	AMOUNT OF GRATUITY PAY
1				
2				
3				
4				
5				
TOTAL				P 00,000.00

CERTIFICATION

The undersigned certifies that the Contract of Service and Job Order Workers whose names are included herein are qualified and entitled to receive the grant of gratuity pay in accordance with the guidelines set forth by Administrative Order No. 39 s. 2025, with emphasis on the length of service requirement, to wit:

*“Those who rendered a total or aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2025, and those contracts still effective as of the same date may be granted the one-time Gratuity Pay not exceeding P7,000.00 each for FY 2025.*

*Those who rendered less than four (4) months of actual satisfactory rating performance of service, ..., as of 15 December 2025, and whose contracts are still effective as of the same date, may also be granted..., on a pro rata basis, as follows:*

LENGTH OF SERVICE	AMOUNT OF GRATUITY PAY
3 months but less than 4 months	Not exceeding P6,000.00
2 months but less than 3 months	Not exceeding P5,000.00
Less than 2 months	Not exceeding P4,000.00

Furthermore, the undersigned certifies that no double compensation shall occur as the workers in this list were not granted with gratuity pay taken from their respective school MOOE funds for fiscal year 2025.

Ultimately, the undersigned certifies that all information contained in this list are true and correct to the best of his knowledge and is therefore free from any misrepresentation.

Administrative Officer II



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