



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

DIVISION MEMORANDUM  
No. II s.2026

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Schools District Supervisor  
Elementary School Heads  
All Others Concerned

FROM: JOSE L. DONCILLO, CESO V  
Schools Division Superintendent

DATE: January 7, 2026

SUBJECT: Schedule of One-Time Gratuity Pay to Qualified Job Orders and Contract of Service Workers Assigned to Schools/Districts for FY 2025

1. In accordance with Administrative Order No. 39s.2025) and DBM Budget Circular No. 2025-4, which is the grant of a one-time Gratuity Pay to qualified Job Order (JO) and Contract of Service (COS) worker for Fiscal Year 2025.
2. Eligible personnel are those who have rendered satisfactory service as of December 15, 2025 and whose contract remain effective as of that date. The amount is determined based on the length of service.
3. Gratuity pay will be released directly in cash to the personnel whose name appears in the payroll and must bring valid ID and Contract of Service as of December 15, 2025.
4. The schedule for the release of gratuity pay will be as follows:

January 12, 2026 – Casiguran, Juban, Bulan

January 13, 2026 – Gubat, Pto. Diaz, Bulusan, Barcelona

January 14, 2026 – Castilla, Donsol, Pilar

January 16, 2026 – Irosin, Sta. Magdalena, Matnog

5. Immediate and widest dissemination and compliance of this Memorandum are directed.