



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 467, s. 2020

October 2, 2020

PAYMENT OF THE WORLD TEACHER'S DAY INCENTIVE BENEFIT AND FINANCIAL ASSISTANCE FOR MEDICAL EXAMINATION EXPENSES OF PUBLIC SCHOOLTEACHERS

TO: **ASDS
DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
ELEMENTARY & SECONDARY/SHS SCHOOL HEADS
ALL PUBLIC SCHOOL TEACHERS**

1. This is in reference to the unnumbered memorandum from **DR. EVELYN R. FETALVERO**, CESO IV, Department Of Education, Assistant Regional Director, Officer – In – Charge, Office of the Regional Director on the DepED Order No 28 dated September 28, 2020 and DepED Order No. 29 dated September 23, 2020 on the Guidelines on the Grant of Financial Assistance to the Public School Teachers for Payment of Medical Examination Expenses and Guidelines on the Grant of World Teacher's Day Incentive Benefit, respectively. The funds for payment of said incentive benefit and financial assistance have already been transferred to the Schools Division Office thru the assistance of Sub-Allotment Release Order (Sub-ARO).
2. Please be informed that the Regional Office shall prepare a consolidated request for the release of Notice of Cash Allocation from the Department of Budget and Management. In this regard, the Schools Division Office is required to fill out the google sheet link on the amounts of Notice of Cash Allocation to be requested for payment of the World Teachers Day incentive benefit and medical examination expenses of public school teachers not later than 12:00 noon of September 30, 2020. The link for the template to be accomplished shall be forwarded to the email address of the Division Budget Officer
3. For information, guidance and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

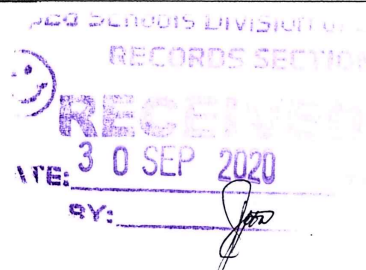
DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
20-62909
DATE: 02 OCT 2020 TIME: 12:52 pm
BY: [Signature]





Republic of the Philippines
Department of Education
DAVAO REGION



Office of the Regional Director

MEMORANDUM

To : Schools Division Superintendents
This Region

Subject: PAYMENT OF WORLD TEACHER'S DAY INCENTIVE
BENEFIT AND FINANCIAL ASSISTANCE FOR MEDICAL
EXAMINATION EXPENSES OF PUBLIC SCHOOL TEACHERS

Date : September 28, 2020

Attached are DepED Order No. 28 dated September 23, 2020 and DepED Order No. 29 dated September 23, 2020 on the Guidelines on the Grant of Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses and Guidelines on the Grant of World Teacher's Day Incentive Benefit, respectively. The funds for payment of said incentive benefit and financial assistance have already been transferred to the Schools Division Offices thru the issuance of Sub-Allotment Release Order (Sub-ARO).

Please be informed that the Regional Office shall prepare a consolidated request for the release of Notice of Cash Allocation from the Department of Budget and Management. In this regard, the Schools Division Offices are required to fill out the google sheet link on the amounts of Notice of Cash Allocation to be requested for payment of the World Teachers Day incentive benefit and medical examination expenses of public school teachers not later than 12:00 noon of September 30, 2020. The link for the template to be accomplished shall be forwarded to the email addresses of the Division Budget Officers.

For information, guidance and strict compliance.


EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROB2/kcd



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education

DepEd ORDER
No. **028** s. 2020

23 SEP 2020

GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT OF MEDICAL EXAMINATION EXPENSES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the **Grant of Five Hundred Pesos (Php 500.00) Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses** this Year 2020 pursuant to DepEd Special Provision No. 10 under Republic Act No. 11260, the General Appropriations Act (GAA) of FY 2019 and Section 1 of Republic Act No. 11464 also known as the Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019.
2. This financial assistance aims to supplement the budget of public school teachers for the medical examination expenses they may incur for the year 2020, especially in light of the declaration of the State of Public Health Emergency throughout the Philippines due to the coronavirus (COVID-19) pandemic and to augment other primary health care benefits not being shouldered by the Philippine Health Insurance Corporation (PhilHealth) under the Republic Act No. 11223 or the *Universal Health Care Act (UHC)*.
3. Guided by the principles on the adoption of the Basic Education Learning Continuity Plan (BE-LCP) as expounded in DepEd Order No. 012, s. 2020, this financial assistance also forms part of the effort to protect the health, safety, and well-being of the learners and teachers given the state of public health emergency in the country due to the COVID-19 Pandemic.
4. For more information and queries, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, through email at bhrod.ewd@deped.gov.ph or at telephone number (02) 8633 7229.
5. This Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary



DEPED-OSEC-435664

Encl.:

As stated

Reference:

DepEd Order No. (012, s. 2020)

To be indicated in the Perpetual Index
under the following subjects:

ALLOCATION
BENEFIT
EXPENSES
FUNDS
POLICY
TEACHERS

SMMA, APA, MPC DO Guidelines on the Grant of P500.00 Financial Assistance
0194 – August 31, 2020

GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR THE PAYMENT OF MEDICAL EXAMINATION EXPENSES

I. Rationale

1. Teachers play a vital role in facilitating the learning and development of students. As the main contributor in molding the minds of the learners, they are expected to perform with utmost commitment, effectiveness and competency. The Department of Education (DepEd) thus recognizes that the necessity to keep our teachers healthy considering that their physical well-being has a significant impact on the efficiency and effectiveness in the delivery of the Department's services.
2. Pursuant to Special Provision No. 10 under Republic Act No. 11260, also known as the General Appropriations Act (GAA) of FY 2019, the amount of Five Hundred Pesos (Php500.00) per teacher was appropriated to defray the cost of the annual medical examination.
3. The availability for release and obligation of the foregoing appropriation is extended until December 31, 2020 pursuant to Section 1 of Republic Act No. 11464, also known as the Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019.
4. The Department of Education and the Philippine Health Insurance Corporation (PhilHealth) have ongoing partnership discussions on the comprehensive medical examination program for teachers in line with the mandate under the Republic Act No. 11223 or the *Universal Health Care Act (UHC)* and the *Magna Carta for Public School Teachers*. While the details of the partnership are in the pipeline, the aforesaid amount may be utilized as financial assistance to augment other primary health care benefits not be shouldered PhilHealth under the UHC and in order to supplement the medical examination expenses of public school teachers that may be incurred within FY 2020, especially in light of the State of Public Health Emergency throughout the Philippines due to the coronavirus (COVID-19) pandemic, as declared through Presidential Proclamation No. 922.
5. Under Presidential Proclamation No. 922, government agencies and LGUs are capacitated to immediately act to prevent loss of life, utilize appropriate resources to implement urgent and critical measures to contain or prevent the spread of COVID-19, mitigate its effects and impact to the community and prevent serious disruption of the functioning of the government and the community.



To authenticate the document,
please scan the QR code



DEPED-OSEC-435664

6. In adherence to the *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* and its amendments set forth by Inter-Agency Task Force (IATF) for the Management of Emerging Infections Disease and the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, the Department issued DepEd Order 11, s. 2020 or the *Revised Guidelines on Alternative Work Arrangements in the Department of Education* which provides for alternative work schemes to be adopted by the agency taking also into consideration the restrictions on movement and transportation during community quarantine. The health, safety and mobility of teachers based on the prevailing community quarantine in their respective places of assignment shall be of utmost concern in the disbursement and reporting of the aforesaid financial assistance.
7. Also guided by the principles in the adoption of the Basic Education Learning Continuity Plan, as expounded in DepEd Order No. 012, s. 2020, this financial assistance forms part of the effort to protect the health, safety, and well-being of the learners and teachers and prevent the further transmission of the COVID-19 disease.

II. Scope

8. The Five Hundred Pesos (Php500.00) financial assistance for the payment of medical examination expenses shall be granted for the year 2020 to all DepEd permanent public school teachers who are currently in service or will be hired until 30 November 2020.
9. Public School Teachers who fall under the following circumstances are not entitled to the financial assistance for medical examination expenses:
 - a. Those who will be hired after November 30, 2020;
 - b. Those who were on absence without leave (AWOL) as of November 30, 2020;
 - c. Those who were no longer in service as of November 30, 2020; and
 - d. Those who were found guilty of any offence in connection with their work and meted the penalty in the previous school year.
10. Public school teachers, as defined in RA 4670, otherwise known as the *Magna Carta for Public School Teachers*, refer to "all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentist, and other school employees."



To authenticate this document,
please scan the QR code



DEPED-OSEC-435664

III. Policy Statement

11. This policy aims to provide financial assistance in the amount of Five Hundred Pesos (Php500.00) for each qualified DepEd public school teacher to support and encourage them to undergo annual medical examination as part of their efforts in valuing their physical well-being and taking good care of their own health, making sure that they are always physically fit to perform their functions and also ensure the health and safety of our learners.

IV. Guidelines and Procedures

12. Eligible expenses for medical examination procedures wherein the Php500.00 shall be used to supplement the expenses for payment of **any** of the following medical diagnostic test via on-site or telemedicine from any DOH accredited public or private hospital, clinic or diagnostic center not shouldered by PhilHealth:
 - a. Physician Consultation Fee
 - b. Physical Examination
 - c. Complete Blood Count (CBC)
 - d. Urinalysis
 - e. Fecalalysis
 - f. Chest X-Ray
 - g. Electrocardiogram (ECG)
 - h. Pap smear
 - i. Lipoprotein Profile
 - j. Creatinine
 - k. Other health screening, assessment, diagnostics services and related prescription medicines as may be recommended by a physician.
13. To facilitate the disbursement of the funds for this purpose, taking into consideration the safety and health risks as well as the limited mobility of people brought about by the COVID-19 pandemic, Schools Division Offices shall prepare a Special Payroll (Enclosure No. 2), for all eligible public school teachers per school.
14. The funding requirement for the payment of the financial assistance is chargeable against the appropriation authorized for the purpose on page 306 of the FY 2019 GAA. In case of deficiency, the additional funding requirement for the Php500.00 financial assistance may be sourced out of the existing MOOE allocations and other available funds of Regional Offices (DepEd-ROs)/ SDOs and Schools.
15. The Budget Division under the Finance Service (FS) of the DepEd-Central Office shall facilitate the release of funds to the respective Regional Offices through the issuance of Sub-Allotment Release Orders (Sub-AROs).
16. DepEd-ROs shall further sub-allot the funds to the SDOs/ Implementing Units (IUs).



17. The DepEd-SDOs/IUs through the DepEd-ROs concerned shall closely coordinate with their DBM-RO counterparts for the issuance of Notices of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the DepEd-ROs, subject to the submission of Special Budget Request (SBR) supported by a Monthly Disbursement Program (MDP). The MDP shall reflect that the cash requirements due date falls in the month of October 2020.
18. For the NCAs to be directly issued to the SDOs/IUs, the DepEd-ROs shall make representation to their DBM counterparts informing the latter that allotments for this purpose have been further downloaded to the respective SDOs/IUs.
19. DepEd SDOs/IUs shall prepare the special payroll for the payment of the financial assistance using the Special Payroll (Enclosure No.2).
20. Report on the grant of this financial assistance for the payment of medical expenses for public school teachers shall be submitted by the IUs to the DepEd-SDOs which will then consolidate the same for onward submission to the Budget Division - Finance Service through the DepEd-ROs on or before December 15, 2020. A template on the report via Google Sheet will be provided by the Budget Division.

V. Monitoring and Evaluation

21. All Finance and Personnel Unit of SDOs/IUs and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
22. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.
23. The Bureau of Human Resource and Organization Development, Budget and Accounting Divisions of the DepEd Central Office, Regional Administrative and Finance Division, Finance and Personnel Unit of Schools Division Offices shall monitor compliance and evaluate implementation of this DepEd Order.

VI. Effectivity

24. These guidelines shall take effect immediately upon issuance.

VII. References

Republic Act No. 4670 or the **"Magna Carta for Public School Teachers"**;

Republic Act No. 11260, the General Appropriations Act (GAA) for Fiscal Year (FY) 2019, entitled **"An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Nineteen and For Other Purposes"**;



To authenticate this document,
please scan the QR code.



DEPED-08EC-435664

Republic Act No. 11464 entitled **"An Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose of Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019"**;

Presidential Proclamation No. 922 entitled **"Declaring A State of Public Health Emergency Throughout the Philippines"**;

DepEd Order No. 012, s. 2020 dated 19 June 2020 or the **Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency**;

DepEd Order 011, s. 2020 or the **Revised Guidelines on Alternative Work Arrangements in the Department of Education**;

Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the **Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic**; and

Inter-Agency Task Force (IATF) for the Management of Emerging Infections Disease Omnibus **Guidelines on the Implementation of Community Quarantine in the Philippines** and its amendments.



To authenticate this document,
please scan the QR code



DEPED-08EC-435664

Enclosure No. 2 to DepEd Order No. _____, s. 2020

Appendix 33

PAYROLL MASTERLIST FOR TEACHER MEDICAL EXAMINATION ASSISTANCE
(Name of School-Schools Division Office-Regional Office) FY 2020

Entity Name : **DEPARTMENT OF EDUCATION**

Payroll No. : _____

Fund Cluster : _____

Sheet _____ of _____ Sheets

We acknowledge receipt of the cash shown opposite our name and certify that said amount have been incurred for medical examination as contemplated in DepEd Order No. _____ entitled "Guidelines on the Grant of Five Hundred Pesos (Php500) Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses

Serial No.	Name	TIN NO.	ACCOUNT NO.	Gross Amount Earned	Net Amount Due	Signature of Recipient
1				500.00	500.00	
2					-	
TOTAL				500.00	500.00	
A	CERTIFIED: Services duly rendered as stated			C APPROVED FOR PAYMENT: _____ _____ (P _____)		
_____ Signature over Printed Name of Authorized Official				_____ (Signature over Printed Name) Head of Agency/Authorized Representative		
B CERTIFIED: Supporting documents complete and proper; and cash available in the amount of P _____. _____ (Signature over Printed Name) Head of Accounting Division/Unit				D CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name _____ (Signature over Printed Name) Disbursing Officer		E ORS/BURS No. : _____ Date : _____ JEV No. : _____ Date : _____



Republic of the Philippines
Department of Education

23 SEP 2020

DepEd ORDER
No. 029 s. 2020

**GUIDELINES ON THE GRANT OF WORLD TEACHERS' DAY
INCENTIVE BENEFIT**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of World Teachers' Day Incentive Benefit** pursuant to DepEd Special Provision No. 12 under Republic Act No. 11645, the General Appropriations Act (GAA) of Fiscal Year (FY) 2020, titled *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty and for Other Purposes*.
2. The procedures, standards, and mechanisms stipulated in this policy shall guide all DepEd offices and personnel in the grant of World Teachers' Day Incentive Benefit to public school teachers for FY 2020 and years thereafter contingent to the funding appropriations as may be authorized by the annual GAA.
3. The Department may issue supplemental guidelines to further implement this Order in the succeeding years as may be authorized by the annual appropriations, other laws, or national policies.
4. For more information, please contact the following:
 - a. For Eligibility Concerns

**Bureau of Human Resource and Organizational
Development-Employee Welfare Division (BHROD-EWD)**
4th Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8633-7229; 8635-3760
Email Address: bhrod.ewd@deped.gov.ph

- b. For Financial Procedures

Office of the Undersecretary for Finance
2nd Floor, Alonzo Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8633-9342
Email Address: usec.financebpm@deped.gov.ph

5. This DepEd Order shall take effect immediately after registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

6. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:

As stated



References:

DepEd Order: Nos. 26, s. 2019 and 46, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

BENEFIT
POLICY
RULES AND REGULATIONS
TEACHERS

APA/SMA/MPC, DO- Guidelines on the Grant of WTDIB
0223- September 21, 2020

**GUIDELINES ON THE GRANT OF WORLD TEACHERS' DAY
INCENTIVE BENEFIT**

I. RATIONALE

1. Pursuant to RA No. 10743 or an "*Act Declaring the Fifth Day of October of Every Year as the National Teachers Day*" and, United Nations Educational Scientific and Cultural Organization (UNESCO)'s international observance of World Teachers' Day, the fifth of October every year is celebrated to honor those who are in the teaching profession, and to acknowledge the unwavering service and valuable contributions of the teachers in nurturing the minds, values, and character of the Filipino youth and the generations around the globe.
2. In recognition of the vital role that teachers play in nation-building, the Department of Education (DepEd) commits to faithfully find ways to reward teachers for their hard work and dedication to the teaching profession by granting the World Teachers' Day Incentive Benefit (WTDIB) to public school teachers.
3. This year, the crucial role of teachers in ensuring the continued delivery of learning has become even more apparent as the country faces a daunting fight against the COVID-19 pandemic. It is the mandate of the Department to ensure that as teachers stand in the frontlines of the basic education learning continuity agenda, they remain empowered, honored, and incentivized amid emergency situations.
4. In FY 2020, the DepEd Special Provision No. 12 under the RA No. 11645, the GAA of FY 2020, or *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty, and for Other Purposes*, provides for the grant of WTDIB during the Annual World Teachers' Day celebration in the amount of **One Thousand Pesos (P1,000)** per teacher, subject to the guidelines issued by the DepEd.
5. To ensure the effective implementation of the aforementioned Special Provision, this policy is hereby issued to provide the implementing guidelines which define the purpose, coverage, eligibility criteria, and procedures on the grant of WTDIB.
6. In succeeding years, the release and/or amount of the WTDIB shall be contingent on the availability of funding appropriations as may be authorized by the annual GAA. The parameters and guidelines stipulated in this Order shall apply.

II. SCOPE OF THE POLICY

7. The WTDIB shall be granted all public school teachers, with permanent and provisional appointment, in all public elementary, junior, and senior high



schools, and community learning centers, who are in service¹ in DepEd on or before October 05 of the current school year (SY). It shall be released to all eligible teachers in FY 2020 and the years thereafter, subject to availability of funding appropriations as may be authorized by the annual GAA.

III. DEFINITION OF TERMS

8. For the purpose of this Order, the following terms shall be defined, as follow:

- a. **Public school teachers** are defined in RA No. 4670, otherwise known as *Magna Carta for Public School Teachers*, as "All persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentists, and other school employees."
- b. **Provisional** refers to an appointment issued to an appointee who meets all the requirements of the position except the eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent, pursuant to CSC Memorandum Circular No. 14, s. 2018 or the 2017 *Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)*, Revised 2018.

IV. POLICY STATEMENT

9. It is the policy of the Department to recognize the unwavering service and vital role of the teachers in nurturing the Filipino youth and in nation-building through the grant of incentive benefit in celebration of the World Teachers' Day. This DepEd Order is hereby issued to provide specific guidelines on the purpose, coverage and eligibility criteria, and the procedures on the **Grant of World Teachers' Day Incentive Benefit**.

V. PROCEDURES

A. Exemptions

10. Public school teachers that fall under the following circumstances **shall not be entitled** to the grant of the World Teachers' Day Incentive Benefit (**WTDIB**):
- a. Those who are on absence without leave (AWOL) as of October 05 of the current school year;
 - b. Those who are found guilty of any offense in connection with their work and meted the penalty in the previous school year;
 - c. Those who are no longer in service as of October 05 of the current school year; and

¹Reckoned from the date of the assumption to duty



To authenticate this document, please scan the QR code



DEPED-OSEC-435697

d. Those who will be hired after October 05 of the current school year.

B. Implementing Guidelines

11. The amount of One Thousand Pesos (Php1,000.00) for WTDIB shall be given to each entitled public school teacher not earlier than October 05 of FY 2020.
12. In the succeeding years, the release and/or amount of the WTDIB shall be contingent on the annual appropriations, chargeable against the GAA. It shall be given to the eligible teacher not earlier than October 05 of the current year, subject to these guidelines and other supplemental guidelines as may be released by the ExeCom-in-Charge of Finance.
13. Upon receipt of the Special Allotment Release Order (SARO) from the Department of Budget and Management (DBM), the Finance Service (FS) - Budget Division (BD) of DepEd Central Office shall facilitate the release of funds to the respective DepEd Regional Offices (DepEd-ROs) through the issuance of Sub-Allotment Release Orders (Sub-AROs).
14. The DepEd-ROs shall closely coordinate with their DBM-RO counterparts for the issuance of Notice of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the FS-Budget Division, subject to the submission of Special Budget Request (SBR) supported by a Monthly Disbursement Program (MDP). The MDP shall reflect that the cash requirement falls due in October of every year.
15. Inasmuch as the Sub-AROs and the corresponding NCAs shall be released to the DepEd-RO Proper, the disbursements of the cash allocations issued for the WTDIB shall be effected by the DepEd-ROs concerned. This shall include the preparation of the payroll thru the Regional Payroll Servicing Unit (RPSU). The DepEd-ROs, however, are not prevented from implementing measures or other payment schemes to ensure that the allowance would already be granted to the eligible teachers effective every October 05 of the year, subject to existing budgeting, accounting, and auditing rules and regulations.
16. In case of deficiency in the allotment released for the payment of the WTDIB, the DepEd-ROs and Implementing Units (IUs) may use or frontload available Personnel Services (PS) allotments, pursuant to Section 3.9 of DBM's National Budget Circular No. 578 dated January 6, 2020, subject to the accomplishment of Advice for the Use of Personnel Services Appropriations (APSA) duly signed by the Head of Office, and such adjustments shall, likewise, be reflected in the Registry of Allotments, Obligations, and Disbursements for Personnel Services (RAOD-PS).
17. DepEd-ROs shall submit the Reports on Payment of the WTDIB to the FS-Budget Division, based on the reporting schedule set by the latter office.
18. FS-Budget Division shall consolidate the Reports on Payment of the WTDIB and furnish the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHRD-EWD) for monitoring purposes.



To authenticate this document,
please scan the QR code



DEPED-OSEC-435697

VI. MONITORING AND EVALUATION

19. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
20. Any related concerns of the offices not covered by the provisions of the policy shall be referred to the appropriate governance level.
21. The BHROD-EWD, Finance Service - Budget and Accounting Divisions, Regional Administrative and Finance Division, and Finance Unit of Schools Division Offices shall monitor compliance and evaluate the implementation of this DepEd Order.

VII. REFERENCES

Republic Act (RA) No. 10743, *An Act Declaring Fifth Day of October of Every Year as the National Teachers Day*

Republic Act (RA) No. 4670, *Magna Carta for Public School Teachers*

DepEd Order No. 46, s. 2016, *Implementing Rules and Regulations of RA No. 10743*

DepEd Order No. 26, s. 2019, *Guidelines on the Grant of World Teachers' Day Incentive Benefit*

Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised 2018

VIII. REPEALING CLAUSE AND EFFECTIVITY

22. All national issuances and existing DepEd Orders and Memoranda inconsistent with the provisions of this Order are hereby repealed, amended, or modified accordingly. The guidelines stated herein shall remain in effect and full force, unless otherwise repealed, amended, or rescinded.
23. This DepEd Order shall take effect immediately after its registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.


LEONOR MAGTOLIS BRIONES
Secretary



To authenticate this document,
please scan the QR code.



DEPED-OSEC-435697