



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

January 14, 2025

DIVISION MEMORANDUM
NO. 056 S, 2025

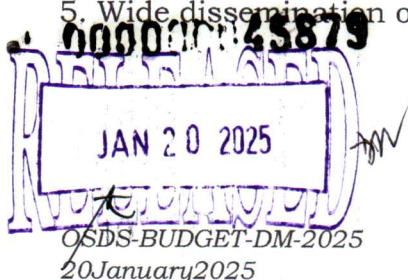
**Submission of Documents of Teaching and Non-Teaching Personnel
Entitled of Loyalty Pay this FY 2025**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisor
School Heads of Public Secondary Schools
School Heads of Public Elementary Schools
All Others Concerned

1. This memorandum is issued for the purpose of requesting Personnel Services Funds from the DepEd Regional Office for payment of Loyalty Pay for entitled teaching and non-teaching personnel this FY 2025. The personnel entitled to this benefit are those whose original date of appointment ends with the digits Zero (0) and Five (5).
2. In support of the above request to DepEd Regional Office, entitled teaching and non-teaching personnel must submit the following documents to the Budget Unit in two (2) copies;
 - a. First Issued Appointment (Original Appointment)
 - b. Service Record
3. The submission of the above must be done by District Level on or before January 24, 2025.
4. Furthermore, kindly encode the required details in the link provided for the above request.

<https://tinyurl.com/loyaltypamp2025>

5. Wide dissemination of this memorandum is hereby enjoined.



ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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