



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

January 26, 2026

DIVISION MEMORANDUM
NO. **050** S, 2026

**Submission of Documents of Teaching and Non-Teaching Personnel
Entitled of Loyalty Pay this FY 2026**

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 to request Personnel Services Funds from the DepEd Regional Office for the payment of Loyalty Pay for entitled teaching and non-teaching personnel for FY 2026, to ensure the timely processing and release of said benefit. Personnel entitled to this benefit are those whose original date of appointment ends in the digits One (1) and Six (6).
2. In support of the above request, all entitled teaching and non-teaching personnel are required to submit the following documents to the Budget Unit in two (2) copies:
 - a. First Issued Appointment (Original Appointment)
 - b. Service Record, duly approved by the Human Resource Officer
3. All concerned are advised to encode the required details using the prescribed template (Annex).
4. The required documents shall be consolidated per District for Elementary Schools and by Cluster for Secondary Schools, in both soft and hard copies, and submitted on or before **February 6, 2026**. Soft copies shall be sent to budget.pampanga@depd.gov.ph.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@depd.gov.ph
Website: www.depedpampanga.ph

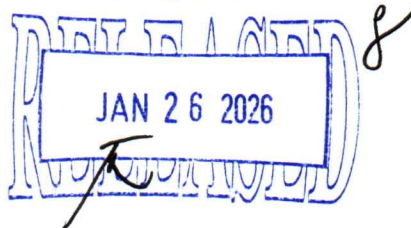


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5. Strict compliance with this Memorandum is hereby enjoined.

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

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OSDS-BUDGET-DM-01-2026
26 January 2026



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DEPARTMENT OF EDUCATION

REGION III

SCHOOLS DIVISION OF PAMPANGA

City of San Fernando (P)

LIST OF PERSONNEL ENTITLED OF CY 2026 LOYALTY PAY

	EMPLOYEE NUMBER	NAME	DISTRICT	SCHOOL	SERVICE PERIOD COVERED (ORIGINAL DATE APPOINTED)	AMOUNT	ATM
Example	1234567	Dela Cruz, Juan B.	Bacolor South	Cabalatian ES - Town Proper	01/05/2016 - 01/04/2026	10,000.00	0085-1234-56
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