



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 064, s. 2026

JAN 23 2026

To: Schools Division Superintendents
All Others Concerned

**SUBMISSION OF ANNUAL REPORT ON THE GRANT OF FY 2025 SRI, CNA
INCENTIVE, AND GRATUITY PAY**

1. This Office, through the Finance Division, hereby disseminates the attached Regional Advisory No. 2026-003, dated January 21, 2026, issued by Cherry W. Bravo, Acting Director IV, Department of the Budget and Management, titled, "**Submission of Annual Report On the Grant of FY 2025 SRI, CNA Incentive, And Gratuity Pay**", with the deadline set on January 31, 2026.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

SMYL/FD-RM / SUBMISSION OF ANNUAL REPORT ON THE GRANT OF FY 2025 SRI, CNA INCENTIVE, AND GRATUITY PAY/JANUARY 23, 2026



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
NEGROS ISLAND REGION

Regional Advisory No.2026-003

January 21, 2026

SUBJECT : **SUBMISSION OF ANNUAL REPORT ON THE GRANT OF FY 2025 SRI, CNA INCENTIVE, AND GRATUITY PAY**

COVERAGE : **Regional Line Agencies
State Universities and Colleges
Local Water Districts**

- 1.0 This is to remind all concerned personnel on the submission of annual report not later than **January 31, 2026** as follows:
 - 1.1 Item 6.0 of Budget Circular No.2025-2 dated November 19, 2025 or the Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive for FY 2025;
 - 1.2 Item 12.0 of Budget Circular No.2025-3 dated December 15, 2025 or the Guidelines on the Grant of Service Recognition Incentive to Government Employees for FY 2025; and
 - 1.3 Item 10.0 of Budget Circular No.2025-4 dated December 16, 2025 or the Guidelines on the Grant of the Gratuity Pay to the Contract of Service (COS) and Job Order (JO) Workers in Government for FY 2025.
- 2.0 Please be guided accordingly. Thank you.


CHERRY W. BRAVO
Acting Director IV

DMS reference No.2026-NIR-0009829-E

"BABALA! MAG-INGAT SA FIXER!

Huwag maniniwala sa mga indibidwal o grupo na nagpapanggap na empleyado ng DBM o nagkukunwaring kinatawan ng DBM Secretary at nagsasabing may kakayahan silang magpalabas ng pondo kapalit ng anumang halaga"