



Republic of the Philippines  
Department of Education  
Region X  
Schools Division of Lanao del Norte

DEPED LANAO DEL NORTE		
RECORDS SECTION CONTROL NO. 13429		
RELEASED		
14 MAY 2025	10:26	<i>[Signature]</i>
DATE	TIME	BY

**Office of the Schools Division Superintendent**

April 29, 2025

DIVISION MEMORANDUM  
No. 275, s. 2025

**RELEASE OF MID-YEAR BONUS 2025**

To: ALL TEACHING AND NON-TEACHING PERSONNEL  
This Division

1. This memorandum is issued to inform all division personnel about the grant of the Mid-Year Bonus for FY 2025 in accordance with the rules set by the National Government under Executive Order No. 201, s. 2016, and the provisions of the General Appropriations Act (GAA). The Mid-Year Bonus shall be given to eligible personnel who meet the requirements set forth by the concerned authorities.
2. The **Mid-Year Bonus** equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel **not earlier than May 15** of the current year, subject to the following conditions:
  - a. Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
  - b. Personnel remains to be in the government service as of May 15 of the current year;
3. Personnel who do not meet the eligibility requirements, including those who have rendered less than four months of service, and those who are no longer in service as of May 15, will not be entitled to the Mid-Year Bonus.
4. Any personnel found to have received the Mid-Year Bonus without meeting the eligibility requirements shall be required to refund the excess amount.
5. Details regarding eligibility, exemptions, and other matters are indicated in DBM Budget Circular No. 2017-2, dated May 8, 2017.
6. Immediate dissemination of this memorandum is directed.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent