



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**

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**BAGONG PILIPINAS**

**MEMORANDUM**

**TO :** **The Regional Executive Directors**  
Regions 1 – 13, CAR, and NCR  
**The Bureau Directors**  
BMB, ERDB, FMB, and LMB

**FROM :** **The Undersecretary**  
Officer in Charge, Office of the Undersecretary for Finance,  
Information Systems and Climate Change

**SUBJECT :** **DEADLINE FOR THE SUBMISSION OF DOCUMENTS  
PERTAINING TO THE GRANT OF SERVICE  
RECOGNITION INCENTIVE (SRI) TO GOVERNMENT  
EMPLOYEES FOR FISCAL YEAR 2023**

**DATE :** 12 December 2023

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This refers to the Administrative Order (AO) No. 12 - *Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year 2023* signed by President Ferdinand R. Marcos, Jr. dated 7 December 2023.

Please be informed that pursuant to Section 4 - *Funding Source of the SRI for Employees in the Executive Department*, the guidelines shall be as follows:

- a) For the National Government Agencies (NGAs), the amount required shall be charged against the available released Personnel Services (PS) allotments of the respective agencies under the Republic Act No. 11936 or the “FY 2023 General Appropriations Act”;
- b) In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses (MOOE) allotment of the concerned government agency, subject to the rules on modification in allotments under Section 80 of the General Provisions of the R.A. 11936, and other pertinent budgeting, accounting and auditing rules and regulations; and
- c) Should the identified funding source prove insufficient to cover the full amount of SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned office.

In this regard to facilitate the processing and payment of the SRI, the Bureau, Regional Offices and PENR Offices shall submit the required **signed** financial documents to the DENR-Central Office- Budget Division through email [budget@denr.gov.ph](mailto:budget@denr.gov.ph) not later than **14 December 2023**, to wit:

1. SRI Computation Table;
2. Modification Advice Form (*Attachment 1*);
3. Certification of Actual Deficiency and Sources of Funds (*Attachment 3*);
4. Justification on the source of savings; and
5. Financial Accountability Reports (FAR) No. 1-A- *Summary of Appropriations, Allotment, Obligations, Disbursements and Balances By Object of Expenditures (SAAODBOE) - As of 11 December 2023.*

For the conditions and exclusions on the grant of SRI, please refer to Sections 2 and 3 of the said Administrative Order.

For your guidance and compliance.

  
ATTY. JONAS R. LEONES

Cc:

The Head Executive Assistant

The Undersecretary for Legal, and Administration

The Undersecretary for Policy, Planning  
and International Affairs

The Undersecretary for Organizational Transformation  
and Human Resources

The OIC-Director for Financial and Management Service

The OIC-Director for Policy and Planning Service

The OIC-Director for Human Resource Development Service