

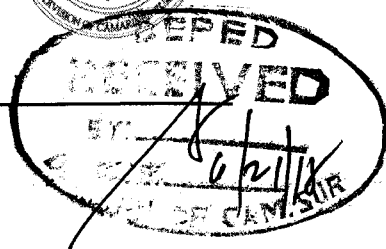
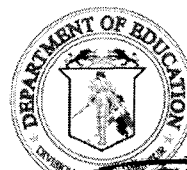


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM No. 176

TO: ALL CONCERNED  
PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)

FROM: *C. Rivera*  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

DATE: June 19, 2018

RE: **PAYMENT OF HARDSHIP ALLOWANCE FOR CY 2018**

In view of CY2018 Hardship Allowance for schools with hardship posts, multigrade/combination and mobile teachers, please submit the following requirements on or before July 16, 2018 at the Payroll Services Unit – Cam. Sur, to wit;

**Hardship Post:**

1. Daily Time Records from January 2018 to June 2018 (3 copies);
2. Templates for Special Hardship Allowance (Annex A);
3. Certification of Distance from the nearest available regular transportation to the Official station, certified by the PSDS;
4. Certification from the MPDC that the station is accessible only by hiking, animal ride, banca ride, or other unusual/irregular means of transportation, partly or wholly from the nearest point of available regular motorized land/water transport (minimum distance of 5 km) as stated in item No. 3.2.1 of NBC No. 514 dated Dec. 5, 2007; and
5. Soft copy of templates in **MS Excel Format** with Employee Number.

**Multigrade/Combination:**

1. Daily Time Records from January 2018 to June 2018 (3 copies);
2. Templates for Multigrade & ALS (Annex B);
3. Certification form School head or PSDS that the teacher is handling a Multigrade class;
4. SF – 4; and
5. Soft copy of templates **MS Excel Format** with Employee Number.

Should you have queries about this matter, you may call the Payroll Services Unit (PSU) at 871-33-44.

Please give this your preferential attention.

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ONE Vision and Mission  
ONE Camarines Sur Division  
ONE Goal: Quality Education