

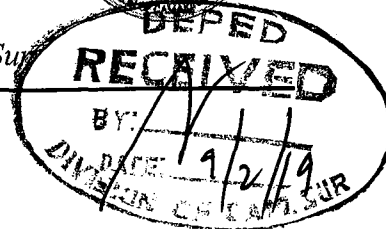
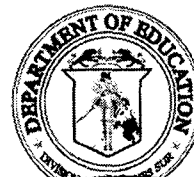


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM

318

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)
SCHOOL HEADS (ELEMENTARY AND SECONDARY SCHOOLS)

FROM: SUSAN S. COLLANO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

DATE: August 30, 2019

RE: **ADDENDUM: SUBMISSION OF REQUIREMENTS FOR SPECIAL
HARDSHIP ALLOWANCE (WITH DIFFICULTY OF SITUATION) FOR
CY 2019**

In view of Memorandum No. 185 dated June 7, 2019 Re: Submission of CY2019 Hardship Allowance for schools with hardship posts, multigrade/combination and mobile teachers, school Administrators/teachers assigned in a place involves hazards to life, including exposures to armed conflict and place declared calamitous by National Disaster Coordinating Council (NDCC) (per 3.2.2 of NBC 514 dated December 5, 2017) must submit the following requirements **on or before September 16, 2019** at the Payroll Services Unit – Cam. Sur, to wit;

Hardship Post:

1. Daily Time Records for the period when the actual conflict transpired as certified by the Barangay Officials/Local PNP/AFP January 2019 to June 2019 (3 copies);
2. Template for Special Hardship Allowance (Annex A) certified by the PSDS;
3. Certification from Barangay Chief Executive /Local PNP/AFP indicating the actual encounter, the exact date and time in a certain month for 2019 (for armed conflict);
4. Certification from NDCC indicating the actual calamity, the exact date and time in a certain month for 2019 (for a place affected by Calamity);
5. Soft copy of Annexes A in **MS Excel Format** to be sent to **psu_sdocamsur@depd.gov.ph** with subject **SHA2019-DISTRICT-NAME OF SCHOOL**.

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

For compliance.