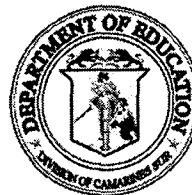


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM

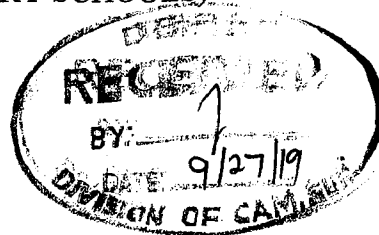
354

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

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

DATE: September 27, 2019

RE: SUBMISSION OF REQUIREMENTS (DTR – JULY 2019 TO  
SEPTEMBER 2019) FOR SPECIAL HARDSHIP ALLOWANCE FOR CY  
2019



In view of CY2019 Hardship Allowance for schools with hardship posts, multigrade/combination and mobile teachers and in relation with Memorandum Nos. 185 dated June 7, 2019 and 318 dated August 30, 2019, please submit the following requirements on or before September 30, 2019 at the Payroll Services Unit – Cam. Sur, to wit;

**Hardship Post:**

1. Daily Time Records from July 2019 to September 2019 (3 copies);
2. Template for Special Hardship Allowance (Annex A), if hired/transferred in after June 30, 2019;
3. Template for Monthly Attendance Certified by PSDS (Annex C);
4. Soft copy of Annexes A & C in **MS Excel Format** to be sent to **psu\_sdocamsur@deped.gov.ph** with subject **SHA2019-DISTRICT-NAME OF SCHOOL**.

**Multigrade/Combination:**

1. Daily Time Records from July 2019 to September 2019 (3 copies);
2. Template for Multigrade & ALS (Annex B), Template for Special Hardship Allowance (Annex A), if hired/transferred in after June 30, 2019;
3. Template for Monthly Attendance Certified by PSDS (Annex C);
4. Certification form School head or PSDS that the teacher is handling a Multigrade class;
5. Quarterly SF – 4; and
6. Soft copy of Annexes B & C in **MS Excel Format** to be sent to **psu\_sdocamsur@deped.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 immediate compliance.