

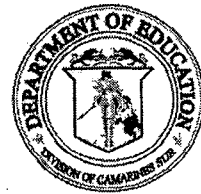


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM 390

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

FROM: **LOIDA N. NIDEA, CESO V**
Schools Division Superintendent

DATE: October 18, 2019

RE: **SUBMISSION OF REQUIREMENTS 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 354 dated September 27, 2019, please submit the following requirements on or before October 31, 2019 at the Payroll Services Unit – Cam. Sur, to wit;

Hardship Post:

1. Daily Time Records October 2019 (3 copies);
2. Template for Special Hardship Allowance (Annex A);
3. Template for Monthly Attendance Certified by PSDS (Annex C);
4. Certification of Distance from the nearest available regular transportation to the Official station, certified by the PSDS, for distance;
5. 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);
6. Certification from NDCC indicating the actual calamity, the exact date and time in a certain month for 2019 (for a place affected by Calamity);
7. 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
8. Soft copy of Annexes A & C in **MS Excel Format** to be sent to **psu_sdacamsur@deped.gov.ph** with subject **SHA2019-DISTRICT-NAME OF SCHOOL**.

Multigrade/Combination:

1. Daily Time Records from October 2019 (3 copies);
2. Template for Multigrade & ALS (Annex B);
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_sdacamsur@deped.gov.ph** with subject **SHA2019-DISTRICT-NAME OF SCHOOL**.