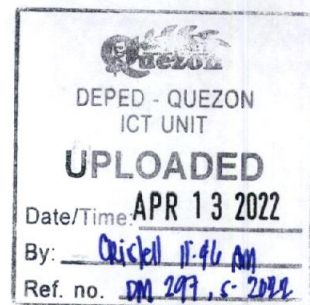




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 April 2022

DIVISION MEMORANDUM

DM No. 297, s. 2022

SUBMISSION OF SPECIAL HARDSHIP ALLOWANCE FOR THE MONTH OF JANUARY TO MARCH 2022

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officer II (Assigned in Schools and Sub-Offices handling HR and Payroll)
School SHA Coordinators
All Others Concerned

1. For the purpose of validation and timely preparation of payroll, this Office requests for the submission of pertinent papers relative to the Grant of Special Hardship Allowance for the month of **January to March 2022** as follows:
 - a. Special Hardship Allowance Payroll
 - b. Daily Time Record (January to March 2022)
2. Please be informed that all transferees will be included in the payroll of both schools (previous and current station) according to the number of days present (attendance), respectively.
3. Likewise, all Multi-grade Teaching Personnel are required to submit pertinent papers and consolidated payroll to Mr. Walter F. Galarosa (Education Program Supervisor) while Mobile and Non-Formal Education or ALS Coordinator c/o Ma'am Asuncion C. Ilaog (Education Program Supervisor) and Ma'am Laarni Rose R. Gutierrez (Education Program Specialist II).
4. Payroll shall be made in hard and soft copies and be forwarded to Sub-Office starting **April 13, 2022** until **April 22, 2022**.
5. For the purpose of transparency of the Division Calendar of Activities, this Office would like to inform all the concerned Personnel that the **Regular Preparation of the Special Hardship**

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Allowance will be scheduled every last week of the month for each quarter of the current year, to wit;

PERIOD OF VALIDATION (FOR SUB-OFFICES and PERSONNEL SECTION)	PREPARATION AND CONSOLIDATION OF PAYROLL (FOR ADMINISTRATIVE SECTION)
Last Week of March of the CY	1 st Week of the Following Month (April) of the CY
Last Week of June of the CY	1 st Week of the Following Month (July) of the CY
Last Week of September of the CY	1 st Week of the Following Month (October) of the CY
1 st Week of December of the CY	2 nd Week of December of the CY

6. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Perme04/12/22

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph