



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

9 June 2021

OFFICE MEMORANDUM
OM No. 048, s. 2021

**GUIDELINES ON THE SUBMISSION OF REQUIREMENTS FOR THE MAGNA CARTA
BENEFITS OF PUBLIC HEALTH WORKERS**


To: OIC-Assistant Schools Division Superintendents
SGOD Chief
School Health Personnel
All Others Concerned

In reference to DOH Department Memorandum No. 0206 s. 2021 titled **Granting of Hazard Pay, Subsistence and Laundry Allowance Under Republic Act No. 7305 to Public Health Workers During Work-from-Home Arrangement and Quarantine and/or Treatment Due to COVID-19**, this is to inform the school health personnel on the guidelines on the submission of requirements for the Magna Carta benefits effective January 2021.

Attached herewith are the guidelines on Magna Carta Benefits for your reference.

Immediate dissemination of this Memorandum is desired.

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

 ICT UNIT DEPED QUEZON
Date/Time: <u>06/11/2020</u>
By: <u>Rommel</u>
Ref. No: <u>DM 048, S. 2021</u>

shs/maat/06/09/2021

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

Guidelines on Attachments For Magna Carta Benefits	Terms of Reference (TOR)
1. Submit three (3) original hard copies of Daily Time Record (DTR), two (2) for Magna Carta benefit attachment and one (1) for SHS Office file copy, at SDO clinic on or before the 5th day of the succeeding month.	- CSC Form no. 48 - DTR – properly filled out by the health personnel and signed by authorized personnel
2. Summary of Individual Daily Log and Accomplishment Report (IDLAR) of SHSP should be attached on submitted DTR and verified by the Team Leader (TL) assigned	- CSC Memorandum No. 18, s.2020 - DepEd Order No. 11, s.2020
3. Leave of absence (ie. Sick, Forced, Privilege) should be filed properly and should reflect on the personnel's DTR.	- CSC Form No. 48 - CSC MC No. 5, s. 2021
4. In case SHS personnel has been subjected to a Mandatory Home Quarantine (MHQ) due to exposure, medical certificate coming from BHERT/RHU shall be attached to the personnel's DTR.	- IATF and DOH Guidelines
5. At the end of the week or month, Workweek plan (WWP) must be updated and properly verified by their respective team leaders (TL), Nurse-in-Charge (NIC), and Dentist-in-Charge (DIC)	- CSC Memorandum No. 18, s.2020 - DepEd Order No. 11, s.2020

shs/maat/06/09/2021

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

