



# DepEd – DIVISION OF QUEZON


Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Registration Number:  
QA/C/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Public School District Supervisors  
Elementary and Secondary School Heads  
All Concerned

**FROM:**  **CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

**SUBJECT:** Validation of Special Hardship Allowance for the month January to March 2020

**DATE :** May 06, 2020

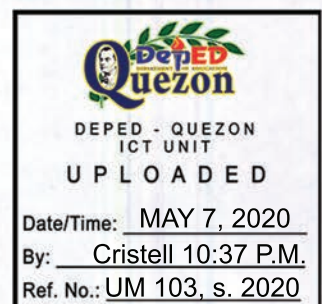
For the purpose of validation and timely preparation of payroll, this office requests for the submission of pertinent papers relative to the Grant of Special Hardship Allowance for the month **January to March 2020** as follows:

1. Certification of travel signed by the Brgy. Captain
2. Certificate of attendance properly signed by the School Head
3. Payroll

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. Likewise, all Multi-grade Teaching personnel are required to submit Acomplishment Reports from January to March 2020 while School Heads are required to submit their pertinent papers and consolidated payroll to Mr. Walter F. Galarosa (Education Program Supervisor) while Mobile and Non-Formal Education or ALS Coordinator c/o Ms. Asuncion C. Ilao (Education Program Supervisor). Payroll shall be made in hard and soft copies and be forwarded to assigned action clerk-in-charge (elementary and secondary) in Personnel Section starting May 08, 2020 and the last day will be on May 15, 2020.

Attached herewith is the copy of template to be used for the preparation of special hardship allowance payroll.

Strict and immediate compliance to this Memorandum is earnestly desired.



DEPEDQUEZON-TM-SDS-04-010-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IV-A (CALABARZON)  
DIVISION OF QUEZON  
Talipen, Pagbilao, Quezon



PUT THE NAME OF SCHOOL HERE IF SECONDARY  
PUT THE NAME OF DISTRICT HERE IF ELEMENTARY

### SPECIAL HARDSHIP ALLOWANCE 2020

District/ School	Name of Teacher	Position Title	Actual Salary Per Month	Number of Days Travel FY 2020												TOTAL	Means of Transpo (Write 1- Hiking, 2- Animal Ride 3- Banca 4- Others (please specify))	Number of RM from the regular transpo (as per certificate on)	Account Number	Signature
				Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.					
Navawala ES	DELA CRUZ, JUAN C	Head Teacher III					0	0	0	0	0	0	0	0	0	0	Habal-Habal	11		

PREPARED BY: (put the name of Schoolhead and dont forget the signature)

### INSTRUCTION: (PLEASE PAKIBASA PONG MAIGE BAGO MAGSIMULA)

1. SA COLUMN PO NG DISTRICT/SCHOOL, PAKI LAGAY LAHAT NG NAME NG SCHOOLS ALPHABETICALLY ORDER PO PAG ELEMENTARY, PAG SECONDARY PO AY ISANG TEMPLATE PER SCHOOL
2. PAKILAGAY PO SA COLUMN NG NAME OF TEACHER LAHAT NG ENTITLED/QUALIFIED NA TEACHER, NAKASEPARATE PO NG TEMPLATE ANG PARA SA MULTIGRADE, ALS MOBILE AT DEPARTMENT HEAD
3. SA COLUMN PO NG POSITION TITLE PAKILAGAY ANG CURRENT POSITION
4. SA COLUMN PO NG ACTUAL SALARY PER MONTH PAKILAGAY ANG UPDATED SALARY PER MONTH DAHIL DUN PO KAMI MAGBABASE NG COMPUTATION
5. SA COLUMN PO NA MAY NAKALAGAY NA MONTHS (JANUARY TO DECEMBER) PAKILAGAY PO NG NUMBER OF DAYS
6. SA COLUMN PO NG MEANS OF TRANSPORTATION PAKI LAGAY KUNG ANUNG MEANS OF TRANSPORTATION ANG GINAMIT SA TRAVEL
7. PAKILAGAY DIN PO SA COLUMN NG NUMBER OF KILOMETERS KUNG ILANG KILOMETRO ANG TRAVEL MULA SA POINT NA HINDI NA ACCESSIBLE ANG REGULAR MEANS OF TRANSPOR ( ITO PO AY KUNG WALANG WILA NA KAYONG MASAKYAN NA REGULAR NA BYAHE.
8. IN CASE NA NAGTRANSFER ANG TEACHER, SIGURADUHIN NA ISAMA SYA SA PAREHAS NA SCHOOL NA INALISAN NYA AT SA SCHOOL NA NILPATAN NYA.
9. SIGURADUHIN PONG TALLY ANG LIST OF QUALIFIED/ENTITLED TEACHERS NA NAKA INDICATE DITO SA PAYROLL SA CERTIFICATE OF ATTENDANCE AT CERTIFICATE OF TRAVEL
10. LAHAT NG NAKALAGAY SA TEMPLATE NA ITO AY EXAMPLE LAMANG, PAKI DELETE NG LAHAT NG DATA BAGO KAYO MAGSIMULANG GUMAWA NG PAYROLL.
11. MAG PROVIDE NG SOFT COPY AT 3 HARD COPIES NG REPORT PARA SA VALIDATION AT SIGURADUHING NAKA EXCEL FILE ANG SOFT COPY
12. Pag sesend po ng soft copy sa email ng personnel incharge pakilagyan po ng filename na your district or school-Final Copy of Hardship 2020 for example (SAN ANDRES DISTRICT- FINAL COPY OF HARDSHIP 2020
- para malaman po ng bawat incharge na un ang pinaka final copy at un ang susundin
13. Paki check din po malge ng mga ATM number para hindi magka problema sa paglalagay ng marelease na para dahil madalas po nagkakaproblema sa mga ATM account number
14. YUNG MAY HIGHLIGHT LAMANG PO NA MONTHS ANG LALAGYAN NG NUMBER OF DAYS DAHL JAN TO MARCH LANG PO MUNA ANG GAGAWIN NA PAYROLL FOR HARDSHIP 2020
15. KUNG MAY IBA PA PONG KATANUNGAN HUWAG PONG MAGDALAWANG ISIP NA MAGTANONG SA PERSONNEL IN CHARGE

MARAMING SALAMAT PO :) :



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## CERTIFICATE OF TRAVEL

SPECIAL HARDSHIP ALLOWANCE 2020

DISTRICT/SCHOOL	NAME OF TEACHER	POSITION/TITLE AS PER PLANTILLA	ACTUAL SALARY PER MONTH AS PER LATEST	NO. OF DAYS PRESENT OF HIS/HER STATION FY 2020															
				JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL			
ALABAT DISTRICT	JUAN DELA CRUZ	TEACHER I																	
VILLA NORTE ES, ALABAT																			

\_\_\_\_\_  
 JUAN DELA CRUZ  
 SCHOOL HEAD

USE ONLY EXCEL FORMAT TO ACCOMPLISH THE TEMPLATE  
 TEMPLATE SHOULD BE SIGNED BY THE SCHOOL HEAD/PSDS



Republic of the Philippines  
Province of Quezon  
**PUT THE NAME OF MUNICIPALITY HERE (EXAMPLE : Municipality of Perez)**



## CERTIFICATION

This is to certify that School Head/Teacher from the nearest point of available of regular motorized land/ water transport from terminal (minimum distance of 5 km.) to the school is true and correct.

DISTRICT/ SCHOOL	NAME OF TEACHER	POSITION/ TITLE	PERMANENT ADDRESS	MEANS OF TRANSPOR	Number of KM from the regular transpo terminal to the school (as per certify)	Nature of environment
	JUAN DELA CRUZ	TEACHER I	LUCENA CITY	HORSE RIDE	11	MOUNTAINS

Issued and signed upon request of the interested party this \_\_\_\_\_ day of \_\_\_\_\_, 2020 as a requirement for special hardship allowance.

Noted by:

\_\_\_\_\_  
**JUANA DELA CRUZ**  
Public Schools District Supervisor

\_\_\_\_\_  
**JUAN DELA CRUZ**  
Brgy. Captain

MEANS OF TRANSPORTATION (EX: HIKING, ANIMAL HIDE, BANCA RIDE, HABAL-HABAL, ETC)  
NATURE OF ENVIRONMENT (EX: MOUNTAINS, COASTAL, HILLY, ETC)