



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbileo, Quezon
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Registration Number:
QAC/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 April to June 2020**

DATE : July 08, 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 **April to June 2020** as follows:

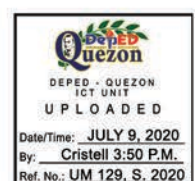
1. Certification of travel signed by the Brgy. Captain
2. Certificate of attendance properly signed by the School Head
3. Payroll

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 Accomplishment Reports from April to June 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 July 13, 2020 and the last day will be on July 17, 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
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
Talipan, 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												Transport Inaccessibility			ATM Account No.	Signature		
				Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL	Means of Transpo (Write 1- Hiking, 2- Animal Ride 3-Banca 4- Others (please specified))	Number of KM from the regular transpo (as per certification)				
Nawawala ES	DELA CRUZ, JUAN C	Head Teacher III																	Habal-Habal	11		

PREPARED BY:

INSTRUCTION:

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 WLA NA KAYONG MASAKYAN NA REGULAR NA BYAHE.
8. IN CASE NA NAGTRANSFER ANG TEACHER, SIGURADUHING NA ISAMA SYA SA PAREHAS NA SCHOOL NA INALISAN NYA AT SA SCHOOL NA NILIPATAN NYA.
9. SIGURADUHING 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

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 DISTICT	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
DISTRICT/SCHOOL	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)