

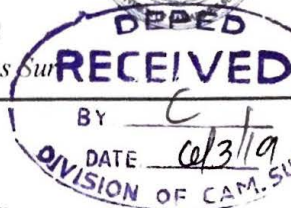


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



MEMORANDUM NO. 176

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

FROM: **CECILLE BERNADETTE P. RIVERA, CESO V**
Schools Division Superintendent

DATE: May 28, 2019

RE: **SUBMISSION OF REQUIREMENTS FOR HAZARD PAY CY 2018**

In view of CY 2018 Hazard Pay for teachers assigned in schools exposed to conflicts stated in NBC No. 514 dated Dec. 5, 2007 and Budget Circular No. 2004-4 dated July 13, 2005, please submit the following requirements on or before June 15, 2019 until 5PM only at the Payroll Services Unit – Cam. Sur (**for the qualified schools only**), to wit;

1. Daily Time Records from January 2018 to December 2018 (3 copies);
2. Summary of Actual Teachers Assigned using Template A for Special Hardship Allowance endorsed by PSDS; and
3. Soft copy of templates in **MS Excel Format** with Employee Number.

Further, please look for Mr. Julio B. Trasona, Jr. for the list of qualified schools/districts for the above-mentioned allowance.

Should you have queries about this matter, you may call the Payroll Services Unit (PSU) at 871-33-44.

For compliance.