



Republic of the Philippines  
Department of Education

DIVISION OF MISAMIS ORIENTAL

**DIVISION MEMORANDUM**

No. 400, s, 2019

**To :** Education Program Supervisors  
Public Schools District Supervisors  
Concerned Elementary and Secondary School Heads  
Concerned Teachers  
District Bookkeepers  
*This Division*

**From:**   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

**Subject: SUBMISSION OF PERTINENT DOCUMENTS FOR THE  
RELEASE OF SPECIAL HARDSHIP ALLOWANCE**

**Date: July 25, 2019**

1. Hereunder are the identified Schools that are entitled for hardship allowance, to wit:

SCHOOL		DISTRICT
1	Tama Elementary School	Magsaysay II
2	Tinaan Elementary School	
3	Kamansi Elementary School	Lagonglong
4	Lapu-lapu Elementary School	Balingasag South
5	Gumpot Elementary School	
6	Lantad Integrated School	Balingasag North
7	Puno Elementary School	Claveria I
8	Impadiding Elementary School	Claveria II
9	Malunsagay Elementary School	
10	Mandalawat Elementary School	
11	Lakbangan Elementary School	

SCHOOL		DISTRICT
12	Digkilaan Elementary School	Manticao
13	Malibato Integrated School	
14	Mahayahay Integrated School	
15	Cauyanan Integrated School	Opol
16	Megdaha Elementary School	
17	Limunda Integrated School	
18	Nangaon Integrated School	
19	Tingalan Elementary School	Alubijid
20	Lonsi Elementary School	
21	Tula Elementary School	

2. In reference to National Budget Circular (NBC) No. 514 s. 2007 "Guidelines on the Grant of Special Hardship Allowance", the aforementioned are directed to submit the following documents to the Payroll Section.

a.) Hardship

- Hardship Post Form (signed by Municipal Mayor)
- Self Certification
- DTR
- Notarized Omnibus

b.) Multi-grade

- Self Certification
- DTR
- Notarized Omnibus

c.) Alternative Learning System

- computer-generated LIS enrolment  
(verified by S' Tecson)

3. Further, all district bookkeepers are advised to consolidate and submit the complete documents in 3 copies (COA, CASHIER, ACCOUNTING) on or before the specified deadline.

<b>Period Covered</b>	<b>Deadline</b>
January to March	June 15
June to September	October 15
October to December	December 19

4. Submitted documents that are not duly signed and incomplete shall not be processed.

5. For your guidance and compliance.

RBT/PAYROLL\_frq