



Department of Education
Region III
DIVISION OF PAMPANGA
City of San Fernando, Pampanga



Division Memorandum No. 005

To : School Heads assigned to Schools with Hard Ship Post
From : Office of the Schools Division Superintendent
Subject : Reiteration on the Guidelines on the Grant of Special Hardship Allowance and Re-issuance of certification on eligibility of recipients for CY 2017
Date : January 03,2018

As prescribed by National Budget Circular No. 514 (NBC No. 514) dated December 5, 2007, Special Hardship Allowance shall be granted to qualified teachers under the following situations: (1) being assigned to a hardship post; (2) Performing multi-grade teaching; (3) Carrying out mobile teaching functions of the Alternative Learning System.

Relative to item number (1); Hardship Post refers to public schools or community learning centers located in areas characterized by extra-ordinarily hard, uncomfortable and extreme difficulties due to *Transport Inaccessibility* - accessible only by hiking, animal ride, banca ride, or other unusual/ irregular means of transportation, partly or wholly from the nearest point of available motorized land/water transport, minimum distance of 5km. (Section 3.2 of NBC No. 514)


To ensure that the provisions of the NBC No. 514 is fully implemented by the Division, a certification that CY 2017 recipients of Special Hardship Allowance in schools with hardship post are qualified and eligible by the School Head who will be primarily responsible and accountable for any violation of requirements relative herein subject to administrative penalties.

Enclosed within is a copy of the template to be used which will be the final basis for determining the recipients of Special Hardship Allowance for CY 2017.

Payments already made to ineligible recipients prior to the issuance of this memorandum shall be refunded in full to the Division.

Deadline for submission of the above mentioned certification is on or before January 10,2018

For strict compliance.


Leonardo D. Zapanta, Ed. D., CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

CERTIFICATION

This is to certify that the following school teachers are qualified for Special Hardship Allowance and travelling from the nearest point of transportation terminal to school with minimum distance of 5 km (Section 3.2 of NBC No. 514).

Name	Position	Permanent Address	No. of Distance (km)
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This certification is issued for Hardship Claims purpose.

Issued on this ____ day of _____, 2018

Principal/School Heads