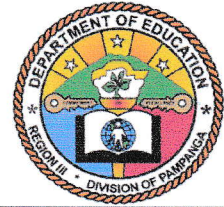


Department of Education  
Region III

**DIVISION OF PAMPANGA**

High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000  
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**Office Memorandum**

No. 21, S. 2018

To : **Assistant Schools Division Superintendent – Elementary**  
**Assistant Schools Division Superintendent – Secondary**  
**Public Schools District Supervisors**  
**School Heads – Elementary Schools**  
**School Heads – Senior High Schools**  
**School Heads - Secondary Fiscal and Non-Fiscal Schools**  
**All Concerned**

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : Chalk Allowance for SY 2018-2019

Date : May 28, 2018

You may now submit your payroll for the payment of Chalk Allowance for the SY 2018-2019 in the amount of P3,500.00 per Teaching Personnel charged under Division MOOE.

**GUIDELINES ON THE PRESENTATION OF SUPPORTING DOCUMENTS FOR THE PAYMENT OF THE CHALK ALLOWANCE FOR THE SY 2018-2019**

1. **ALOBS** – 4 COPIES
2. **VOUCHER** – 5 COPIES
3. **FORM 7** – 2 COPIES (Period Covered: June 2018 to March 2019)
4. **PAYROLL** – 4 COPIES (Period Covered: SY 2018)
5. **SOFT COPY OF PAYROLL (Submit CD)**

Note:

1. Only teaching items with "**Teaching Loads**" are entitled.
2. For Retirees, he/she should be in the service as of September 30, 2018
3. For Secondary, **CHALK** shall be based on **Plantilla** of school. For District (Elem), **CHALK** shall be based on current FORM 7/Payroll.
4. Please attach appointment/ transmittal for all NEW ITEMS. (2 copies)

Wide dissemination of and strict adherence with this memorandum is directed.

Leonardo D. Zapanta, Ed. D., CESO VI  
Schools Division Superintendent

One DepEd... One Pampanga