



June 24, 2013

**DIVISION MEMORANDUM**

No. 159 s. 2013

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 Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

To: Public Schools District Supervisors  
 Elementary and Secondary Public School Administrators

Date: 6/26/13 Time: 3:37PM  
 By: [Signature]

**SUBJECT: GRANT OF SPECIAL HARDSHIP ALLOWANCE FOR CY 2013**

Allotment for the payment of Special Hardship Allowance was already received per Sub-ARO No. 10-13-050 dated May 15, 2013 in the amount of Four Hundred Twelve Thousand Eighty Six Pesos only (P412,086.00). This will be used to cover payment for the Special Hardship Allowance of classroom teachers in elementary and secondary schools and school administrators assigned to hardship post, Multi-grade teachers, Mobile teachers and ALS Coordinators.

However, due to the limited allotment, claims for the payment of Special Hardship Allowance for the period January to June, 2013 must be determined in order to effect prioritization. Claims must be submitted in the Accounting Section of this Division on or before July 3, 2013 together with the following documents:

- A. Hardship Post
  - 1. Hardship Post Form (Annex A)
  - 2. Payroll Worksheet for Hardship Post (Annex B)
- B. Multi-grade Teachers
  - 1. Approved List of Multi-grade Teachers
  - 2. Payroll Worksheet for Multi-grade Teachers (Annex C)
- C. Mobile Teachers and ALS Coordinators
  - 1. Payroll Worksheet for Mobile Teachers and ALS Coordinators (Annex D)

Per National Budget Circular No. 514 dated December 5, 2007, priority in the payment of Special Hardship Allowance shall be given to classroom teachers in elementary and secondary schools and school administrators exposed to hardship or extreme difficulty in a place of work. It must be stressed that transport inaccessibility means that schools are only accessible by hiking, animal ride, banca ride or other unusual/irregular means of transportation, partly or wholly from the nearest point of available regular motorized land/water transport (minimum distance of 5 km). After its payment, only then can the Multi-grade Teachers, Mobile Teachers and ALS Coordinators be entitled to Special Hardship Allowance. Furthermore, payment of claims for the succeeding months shall only be made if there is an excess in the allotment received.

The required forms (Annex A to D) can be downloaded on our official website.

Compliance is hereby enjoined.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
 OIC - Schools Division Superintendent