



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay  
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May 21, 2013

181  
 Deped-MALAYBALAY CITY DIVISION

**RELEASED**

Date: 5/22/13 Time: 8:00AM  
 By: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 127 s. 2013

**GUIDELINES IN THE PAYMENT OF HONORARIA  
 AND TRANSPORTATION ALLOWANCE**

TO : Education Program Supervisors-Designate and Division Coordinators-Designate  
 Public Schools District Supervisors  
 Elementary and Secondary School Principals  
 Section Heads and Staff  
 All Other Concerned

1. Pursuant to the provision of the enclosed Unnumbered Memorandum dated May 15, 2013 re Payment of Honoraria on Election Day and letter of the Acting Regional Election Director, Commission on Elections, Region X, Cagayan de Oro City, you are hereby provided copy of the guidelines in the payment of honoraria and transportation allowance in the May 13, 2013 Elections which is self-explanatory.
2. For information, guidance, and widest dissemination.

f:   
**EDILBERTO L. OPLENARIA**  
 OIC, Schools Division Superintendent  
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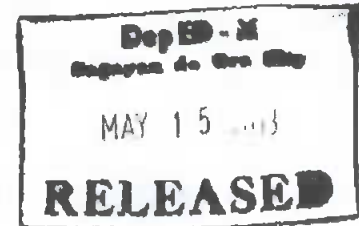
Encl.:  
 As stated

Copy furnished:  
 Records Section

To be posted in the Division Website



**MEMORANDUM to:**



**SCHOOLS DIVISION SUPERINTENDENTS**  
All Divisions

**From :** ALLAN G. *ZAG* **MARNAZO, Ph.D., CESO V**  
OIC, Regional Director *AMTB*

**Subject:** **Payment of Honoraria on Election Day**

**Date :** May 15, 2013

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Enclosed is the letter of the Acting Regional Election Director, Commission on Elections, Region X, Cagayan de Oro City, re: Guidelines in the Payment of Honoraria and Transportation Allowance in the May 13, 2013 Elections which is self-explanatory.

Please make sure that all personnel who served in the last elections be given their honorarium in accordance with the guidelines.

For your information and compliance.

*6*



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
*Office of the Regional Election Director*  
Region X, Cagayan de Oro City

May 14, 2013

**DIR. ALLAN G. FARNAZO, Ph.D., CESO V**  
Regional Director  
Department of Education  
Cagayan de Oro City

9  
or  
[Handwritten signature]

Sir:

Respectfully furnishing you herewith a copy of the Memorandum of the Director IV of our Finance Services Department on the payment of the honoraria for election duty of the following:

1. Board of Election Inspectors (BEIs);
2. DepEd polling supervisors;
3. BEIs support staff;
4. PCOS supervisors;
5. PCOS technicians;
6. Board of Canvassers (BoCs);
7. BoCs support staff

Thank you and GOD bless.

Very truly yours,

**NOLIE R. PIPO**  
Acting Regional Election Director

A handwritten signature in black ink, appearing to read "Nolie R. Pipo", is written over the typed name and title.

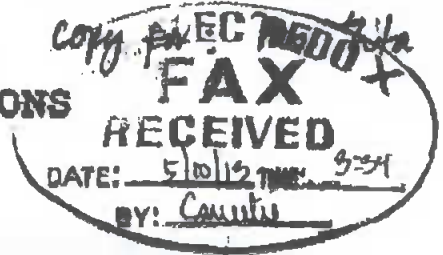
FROM :

FAK NO. :5216769

10 May 2013 3:23PM P1



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila



**MEMORANDUM**

**FOR** : **ALL REGIONAL ELECTION DIRECTORS**  
**ALL PROVINCIAL ELECTION SUPERVISORS**  
**ALL ELECTION OFFICERS**

**SUBJECT** : **Guidelines in the Payment of Honoraria and Transportation Allowance**

**DATE** : **08 May 2013**

For the orderly implementation of ATM and Cash Cards Facility for the payment of honoraria and transportation allowance to the BEIs their supervisors, operators, technicians, and support staff, as well as canvassing Board, their technicians and support staff who shall serve in the May 13, 2013 elections, the following guidelines are hereby prescribed:

**I. MODE OF PAYMENT OF THE HONORARIA**

**1. LAND BANK ATM -**

For the Chairman and BEIs Members that have an existing Land Bank ATM, the honoraria shall be released by COMELEC through their existing DepEd issued Land Bank ATM accounts.

**2. LAND BANK CASH CARDS**

For the Chairman and BEIs Members that do not have Land Bank ATM but were issued Land bank Cash Card, the honoraria shall be paid/released by COMELEC through the Land bank Cash Cards.

**3. UCPB CASH CARDS**

For the Chairman and BEIs Members that do not have Land bank ATMs and were not issued Land bank Cash Cards, the honoraria shall be released by COMELEC through UCPB Cash Cards.

**4. For the Chairman and BEIs Members that do not have Land Bank ATM, LAND BANK Cash Cards and UCPB Cash Cards the honoraria shall be released by COMELEC through Cash Advance to be granted to the Election Officer of Provincial Election Supervisor.**

*Dole Ho*

*XO*

5. For the members of the Canvassing Boards, Support Staff and PCOS Technicians, PCOS Supervisors, CCS Operators, the honoraria shall be released by COMELEC through Cash Advance granted to Election Officer or Provincial Election Supervisor.

## II. PROCEDURES FOR THE RELEASE OF HONORARIA-

1. The Election Officer shall prepare a General Payroll for all the BEIs, that served in the elections in his/her area of jurisdiction, city, municipality or district segregating the BEI who have Land Bank ATM accounts and land bank Cash Cards.
2. Separate Payroll shall be prepared for BEIs who were issued UCPB Cash Cards.
3. Separate Payroll shall be prepared for BEIs who do not have land Bank ATM, Land Bank Cash Cards and UCPB Cash Cards.
4. Payroll for Members of Canvassing Boards and Support Staff shall be prepared.
5. Payroll for PCOS Technicians, PCOS Supervisors, CCS Operators shall be prepared.
6. All payrolls shall be supported with the necessary appointments attached.

## III. INSTRUCTIONS IN RELEASING THE LAND BANK CASH CARDS AND UCPB CASH CARDS-

1. The detailed requirements of the Know Your Client (KYC) per Bangko Sentral Regulation conducted by Land Bank before all Provincial Election Supervisor and Election Officers during their must be followed strictly.
2. In releasing the Cash Cards and PIN Mailers, both for the Land Bank cash Cards and UCPB Cash Cards the ENROLLMENT FORM and WAIVER OF RIGHTS for ATM and Cash Cards recipient must be accomplished by the Teacher BEI or Chairman and Validated by the Election Officer by affixing his/her signature thereat. The Land Bank Cash Cards and the UCPB Cash Cards shall be released to the BEIs listed in the transmittal provided by the Land Bank and UCPB as the case may be.

The recipient of the Cash Cards shall be required to fill out the Enrollment Form and the Election Officer shall request the Card holder to Open the PIN Mailer. After this the Election Officer shall validate the Accomplished Forms and request the Teacher BEI to affixed his/her signature on the "Received by" portion of the Forms.

3. The Election Officer shall submit the Duly Accomplished Enrollment Form to the Land Bank Servicing Bank. For UCPB Cash Cards the Duly Accomplished Enrollment Forms shall be returned to the Data processing Division of the head Office COMELEC. For Land Bank Cash Cards upon turning over to the Land Bank Servicing bank the Duly Accomplished Enrollment Form the Election Officer shall

fill-out and sign the ACRUF by Cash Card Holder for unreadable PIN Mailer. Unreadable PIN Mailer with covering replacement.

4. The Election Officer shall turn over to the Data processing Division, FSD unclaimed Cash Cards both for Land Bank and the UCPB and the PIN Mailers before the crediting date of the honoraria.

IV. CREDITING/LOADING OF CASH CARDS

1. For Land Bank Cash Cards crediting of the honoraria of BEI shall be made through a) Financial Data entry System (FINDES) Version 2. The said Loading system shall be installed at the COMELEC Head Office and the Data Processing Division shall do the loading of the Cash Cards. The loading/crediting shall be done as soon as the Payrolls are submitted by the Election Officer to the Data Processing Division, FSD.
2. For UCPB Cash Cards the crediting/loading of the honoraria to the Cash Cards holders shall be done by the UCPB Aguirre Branch in Makati upon written instruction by COMELEC.

*Note Bene:* The Election Officer shall submit the following to the PES: a) duly accomplished validate Enrollment Form, duly executed Waiver of Rights (for ATM and Cash Card holders, duly filled out and signed ACRUF (for readable PIN Mailer) and list of unreadable PIN Mailers for replacement within seven (7) working days after date of issuance of Cash Cards and PIN Mailers; and b) Certified List of Teachers with existing Cash Cards who will served as Chairmen and Members of the BEIs relative to the May 13, 2013 elections (to be used as basis for automatic closing of Cash Cards Accounts by Land Bank). **IN CASE OF SUBSTITUTION OF ANY CHAIRMAN AND MEMBERS OF BEIs, THE ELECTION OFFICERS IMMEDIATELY AFTER THE CONDUCT OF THE POLLS AND FOR EXPEDITIOUS CREDITING OF HONORARIA AND TRANSPORTATION ALLOWANCE TO THE CHAIRMAN AND MEMBERS OF THE BEIs MUST SUBMIT A WRITTEN REPORT TO THE COMMAND CENTER COPY FURNISHED FSD EXPRESSLY INDICATING THEREIN THE NAMES OF THE SUBSTITUTE AND THE SUBSTITUTED PER CITY OR MUNICIPALITY ON THE DAY OF THE ELECTIONS UNTIL THE SUCCEEDING DAY, OTHERWISE THE FSD ASSUMES THAT NAMES INCLUDED IN THE SUBMITTED LIST OF BEIs HAVE SERVED THE POLLS AND THEREFORE ENTITLED TO RECEIVE THE HONORARIA THROUGH THE ATM OR CASH CARDS.**

With regard to the amount that the Poll Workers deputized by COMELEC can get, below is a matrix showing the nature of claim, basis, recipient, mode of payment and the amount in the payment of honoraria and transportation allowance as follows:




**Matrix in the Payment of Honoraria and Other Allowances**

Nature of Claim	Basis	Recipient	Mode of Payment	Amount
Honoraria	En Banc Res. No. 9640	BEIs	Land bank ATMs	P3,500.00 (P3,000.00 honoraria for the poll duties and P500 for the final testing and sealing)
Honoraria	En Banc Res. No. 9640	BEIs	Cash Cards (without ATMs)	P3,500.00 (P3,000.00 honoraria for the poll duties and P500 for the final testing and sealing)
Transportation Allowance	En Banc Res. No. 9640	BEIs	Land bank ATMs	P500.00 (one-time payment)
Transportation Allowance	En Banc Res. No. 9640	BEIs	Cash Cards (without ATMs)	P500.00 (one-time payment)
Honoraria	En Banc Res. Nos. 9845 & 9371	SBEIs (for distance voting and people with disabilities)	Cash through the EO/PES (or SDX) designated by the Commission	P3,000.00
Honoraria	En Banc Res. No. 9640	DepEd Supervisors	Cash through the EO/PES (or SDX) designated by the Commission	P3,000.00
Honoraria	En Banc Res. Nos. 9640, 9485 & 9371	Support Staff of BEIs, SBEIs and DepEd Supervisors	Cash through the EO/PES (or SDX) designated by the Commission	P1,300.00
Honoraria	En Banc Res. No. 9648	PCOS Technician	Cash through the EO/PES (or SDX) designated by the Commission	P2,000.00
Honoraria	En Banc Res. No. 9648	CGO Operator	Cash through the EO/PES (or SDX) designated by the Commission	P10,000.00
Honoraria	En Banc Res. No. 9648	Chairman and members of the Board of Canvassers - MBCC/CBCC/DBCC/PBCC/RBCC	Cash through the EO/PES (or SDX) designated by the Commission	P10,500.00
Honoraria	En Banc Res. No. 9648	Support Staff (maximum number of ten composed of the Reception and	Cash through the EO/PES (or SDX) designated by the Commission	P5,000.00

		Commodity Group and Secretariat)		
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It is herein recommended that these instructions be disseminated to the DepEd Supervisors for purposes of information for all Poll Workers under their jurisdiction.

For your information and guidance.

  
**EDUARDO D. MEJOS**  
Director IV  
Finance Services Department