



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay



February 4, 2014

DIVISION MEMORANDUM

No. 54, s. 2014

To: Public Schools District Supervisors
Elementary Public School Administrators
All Concerned

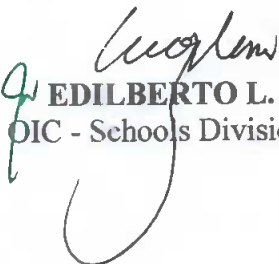
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DIVISION OF MALAYBALAY CITY DIVISION
RELEASED
DATE: 2/5/14 BY: WILLIAM
at: Amabelle

**SUBJECT: GRANT OF SPECIAL HARDSHIP ALLOWANCE FOR JULY TO
DECEMBER, 2013**

Please be informed that fund is available for the payment of Special Hardship Allowance for the period July to December, 2013. Unpaid claims together with the required supporting documents as listed in Division Memorandum No. 159 series of 2013, Grant of Special Hardship Allowance for CY 2013 must be submitted to the Accounting Section, Attention: Rhysa Cyle C. Rosalejos, Accountant II, on or before February 10, 2014.

Furthermore, please be reminded that the Payroll Worksheet for Special Hardship Allowance should be free from any material misstatements and must be prepared with utmost honesty.

For widest dissemination.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent