



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City



DIVISION MEMORANDUM

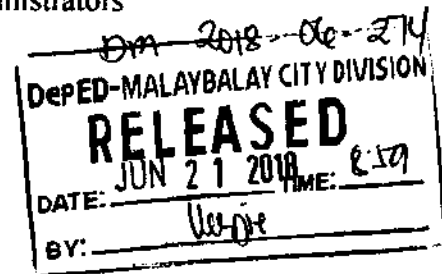
No. 274, s. 2018

TO: Elementary and Secondary Public School Administrators
All others concerned

FROM: 
REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: June 13, 2018

SUBJECT: **GRANT OF SPECIAL HARDSHIP ALLOWANCE FOR CY 2018**



1. Allotment is available to cover payment for the Special Hardship Allowance of classroom teachers and school administrators assigned to hardpost areas, multi-grade teachers, mobile teachers and ALS coordinators through SARO No. 10-18-149 dated June 1, 2018.
2. ~~Teachers~~ and/or School Heads entitled in accordance to NBC No. 514 shall submit the following documents in two (2) copies on or before June 25, 2018, Monday for claims January to May, 2018:
 - A. Hardship Post
 - a. Hardship Post Form (Annex A)
 - b. Payroll Worksheet for Hardship Post (Annex B)
 - c. Daily Time Record
 - B. Multi-grade Teachers
 - a. Payroll Worksheet for Multi-grade Teachers (Annex C)
 - b. Daily Time Record
 - C. Mobile Teachers and ALS Coordinators
 - a. Payroll Worksheet for Mobile Teachers and ALS Coordinators (Annex D)
 - b. Daily Time Record
3. Special Hardship Forms (Annexes A-D) are available for download at the Division website. Further, the distance of schools as herein attached is determined through the use of Geographic Information System (GIS) by the City Planning Office. For queries contact Rhysa Cyle C. Rosalejos, Accountant III through cellphone number 0965-4587-630.
4. For claims June to November, 2018, the deadline for submission is every 5th working day of the following month. Claims for December, 2018 shall be submitted on December 26, 2018.

Distance in Kilometers

From	To	Distance
Kalasungay Terminal	Kapitan Angel ES	9.7
Can-ayan IS	Manalog ES	21.0
Can-ayan IS	Baganao ES	9.3
Can-ayan IS	Candi-isang ES	10.6
Can-ayan IS	Kilap-agan ES	11.3
Can-ayan IS	Kibalabag ES	11.3
Landing Terminal	Imbayao ES	11.4
San Jose Terminal	Panamucan ES	9.3
San Jose Terminal	Mabuhay ES	4.6
San Jose Terminal	Mapayag ES	12.0
Linabo CS	Balangbang ES	4.6
Malapgap ES	San Roque ES	6.3
Linabo CS	Palwalig ES	6.6
Miglamín ES	Matangpatang ES	4.2
Miglamín ES	Lunukan ES	5.3
Zamboanguita Central School	Pinhakusan ES	9.7
Zamboanguita Central School	Pigpamulahan ES	6.0
DepEd Division Office	Kalasungay Central School	6.7
DepEd Division Office	Sumpung Central School	4.4
DepEd Division Office	BMS	3.7
DepEd Division Office	Airport Village ES	2.5
DepEd Division Office	San Jose ES	2.8
DepEd Division Office	Linabo Central School	11.0
DepEd Division Office	Managok Central School	16.7
DepEd Division Office	Zamboanguita Central School	39.0

Prepared By:



Gino Florencio C. Balba
Project Evaluation Officer I

Noted by:



Engr. Ma. Rerje V. Binzet
Statistician IV