



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2020 - 07- 292  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 3:00  
BY: \_\_\_\_\_  
JUL 29 2020 *Jani*

**DIVISION MEMORANDUM**

No. 292, s. 2020

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned**

From: **VICTORIA V. GAZO, PhD., CESO V**  
*SV* Schools Division Superintendent *VW*

Date: July 29, 2020

Re: **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR HARPOST,  
ALTERNATIVE LEARNING SYSTEM (ALS) AND MULTIGRADE  
ALLOWANCE**

1. Pursuant to National Budget Circular No. 514, s. 2007, re: Guidelines on the Grant of Special Hardship Allowance and DepEd Memorandum No. 038, s. 2018, re: Provision and Computation of the Special Hardship Allowance for Fiscal Year 2018.
2. In order to fast-track the processing of payment of Hardpost, Alternative Learning System (ALS) and Multigrade Allowances, the following documents shall be submitted every 3<sup>rd</sup> working day of the month or during the reading of Monthly Payroll Worksheet (form 7), as follows:
  - a. Payroll Worksheet
  - b. Approved Daily Time Record (CS Form 48)
  - c. Hardship Post Form (First claim only/if applicable)
3. The Daily Time Record (DTR) required in this Memorandum shall be separated from the DTR that is submitted as an attachment to the Monthly Payroll Worksheet (Form 7). It is advised that the Administrative Assistant III in-charge of Form 7 shall check the requirements as to completeness of entries and signatures prior to submission.
4. Queries relative to this can be relayed to Novilyn G. Palma, Administrative Officer II of the Personnel Unit at 09264745494.

**TO BE POSTED ON WEBSITE**



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