




Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



**Division Memorandum**  
No. 455, s. 2014

TO : **All Elementary & Secondary School Heads**  
**All Teacher Leaders**  
**All District Heads**  
**All Others Concerned**  
This Division

FROM :   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

SUBJECT : **Submission of Working Papers for SPECIAL HARDSHIP ALLOWANCE & MULTI-GRADE ALLOWANCE for Qualified Employee for SY 2014-2015 (June 2013 – March 2015)**

DATE : **December 15, 2014**

1. This office is requiring all **Qualified** employees for **Special Hardship Allowance and Multi-grade Allowance** to submit NOTARIZED Working Papers for validation following the criteria stipulated in NBC, s. 2007 dated December 5, 2007, to wit:

SPECIAL HARDSHIP ALLOWANCE – refers to the allowance granted to qualified teachers under any of the following conditions: (Being assigned to a hardship post; Performing multi-grade teaching; Carrying out mobile teaching functions.

- A. HAZARD POST – refers to public schools or community learning centers located in areas characterized by extraordinarily hard, uncomfortable and extreme difficulties in any of the following conditions:
- a.1 Transport In-accessibility
    - **accessible only by hiking**, animal ride, banca 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)
  - a.2 Difficulty of situation



- placed declared calamitous by the President based on National Disaster Coordinating Council (NDDC) recommendations
- involves hazards to life including exposure to armed conflict, **to be determined by SDS**
- inconvenience of travel due to dangerous terrain, isolation & extreme weather condition **to be determined by SDS**

B. MULTI-GRADE TEACHERS – refer to public elementary school teachers handling a class of **two or more grades**.

C. MOBILE TEACHERS – refer to specialized public school teachers conducting learning sessions using the alternative learning delivery mode who usually move from one station to another in **depressed, disadvantaged and underserved communities**.

2. Requesting all qualified teachers to submit filled-up forms (Working Papers) in excel file and email to the planning office at [depedsaranganiplanningoffice@yahoo.com.ph](mailto:depedsaranganiplanningoffice@yahoo.com.ph) using the attached template on or before April 5, 2014.
3. For verification purposes of emailed template data entries, kindly furnish this office the duly notarized working papers with the following documents:
  - Hardship and Multi-grade Working Papers (submission by school)
  - ALS Working Papers (individual submission)
  - DTR with signatories
  - Division Revised SF 4 & 7 of the months covered for Hardship & Multi-grade duly certified true and correct by the school head and district head.
  - Certification from Barangay Captain that ALS learning session is conducted in the depressed, disadvantaged & underserved communities.
4. Please be reminded that any form of data manipulation/falsification is punishable by law and will be charged with administrative case/sanction resulting to dismissal from the service.
5. Employees who failed to comply on April 05, 2015 will not be included in the allowance.
6. For your information, dissemination and strict compliance.

