



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

22 DEC 2021

DIVISION MEMORANDUM


No. 1051, s. 2021

**URGENT SUBMISSION OF DOCUMENTS FOR THE GRANT OF
HAZARD PAY DURING THE MODIFIED ENHANCED COMMUNITY
QUARANTINE PERIOD**

To: Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Heads
All Others concerned

1. This Office informs all personnel concerned on the submission of the following documents for the grant of hazard pay during the Modified Enhanced Community Quarantine period from June 16, 2021 – July 15, 2021:

Two (2) sets of:
 - DTR for the month of June and July (original) – indicate only the time in and time out for the actual day of duty and write Work From Home or WFH, if on work from home schedule.
 - Logbook/Log sheet (photocopy) – daily time-in/time-out (certified true and correct by the School Head for field personnel or Section Head for Division Office personnel)
 - Work-Week Schedule (photocopy)
2. Submission of documents will be done by district for field personnel and by section for Division office personnel.
3. Deadline for submission of documents will be on December 23, 2021.
4. Submit the **duly signed** hard copy at the Human Resource Management Office and e-mail the softcopy of the summary in excel format at this account: gemmaelyn.villarejo@deped.gov.ph.
5. For widest dissemination and compliance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
12/22/2021