



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 7, 2018

MEMORANDUM TO:

**Asst. Schools Division Superintendents
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned**

**DEADLINE FOR SUBMISSION OF 2018 SPECIAL HARDSHIP
ALLOWANCE PAYROLL**

In preparation of the **2019 Cash-Based Budgeting**, you are hereby directed to submit to this office the payroll (in soft and hard copies) for **2018 Special Hardship Allowance** for January to October 31, 2018 on **November 15, 2018** and the claims for November to December 2018 on **December 21, 2018**. All payrolls should be channeled thru their respective clustered bookkeepers for initial and review.

Any claim submitted beyond the said dates will no longer be accepted.

For your guidance and strict compliance.


WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

07 NOV 2018