

URGENT

20 May 2014

MEMORANDUM

To : **ALL REGIONAL DIRECTORS**

Attention : *The Chief Administrative Officers, Budget and Finance Division*

From : **Mr. ARMANDO C. RUIZ**
*Officer-In-Charge, Office of the Assistant Secretary for
Financial and Management Service*

Subject : **IMPLEMENTATION OF NATIONAL BUDGET CIRCULAR NO. 514,
S. 2007 ON THE GRANT OF SPECIAL HARDSHIP ALLOWANCE**

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This pertains to the implementation of National Budget Circular (NBC) No. 514, s. 2007 regarding the Guidelines on the Grant of Special Hardship Allowance (SHA) to qualified teachers in your respective regions.

Reports have reached this Office that there are regions with still unpaid SHA obligations for prior years to qualified teachers, despite the said guidelines and the lump-sum SHA appropriations provided to your Offices.

In this connection, kindly provide us with your respective status reports on the implementation of said NBC No. 514 to include, among others, the total amount due to the qualified teachers on annual basis starting year 2007, the reason for their non-payment as well as your other issues/concerns and recommendations on the matter, and submit the same on or before 26 May 2014 to the Management Division, this Office, for consolidation purposes, at telefax number (02) 633-7248 or at this e-mail address: mgtdiv_depedcentral@yahoo.com.

Non-submission of your status report after 26 May 2014 shall mean that your region has no outstanding SHA obligations due to qualified teachers.

For compliance. Thank you.

 A.C. RUIZ

TO ALL SCHOOLS DIVISION SUPERINTENDENTS:

Attention is invited to paragraph 3 of this unnumbered Memorandum.
Kindly submit report direct to Management Division, copy furnished this Office.

Poc # 4890
BY: Ephraim 10:30
05-21-14


ANN GERALYN T. PELIAS
Chief Administrative Officer