



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac



RELEASED

August 14, 2017

DepEd, Division of Catanduanes
RECORDS SECTION

Date AUG 14 2017

Time: 2:20 P.M.

Initial/Signature: [Signature]


To: Public Schools District Supervisor
Elementary & Secondary School Heads
ALS and Mobile Teachers Coordinator
Administrative Officers/ Administrative Assistants of SHS

This office is about to process the Special hardship Allowance, CY 2017. Relative to this, please submit the daily time record of the entitled teachers attached to **Monthly** required forms for SHA.

School Heads are the only authorized employee to submit said documents.

Failure to submit said accomplished forms with the Form 48 on or before August 31, 2017 shall not be included in the payroll.

For compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent