



October 22, 2015

DIVISION MEMORANDUM  
NO. **734**, 2015

**SUBMISSION OF REQUIRMENTS FOR HARDSHIP ALLOWANCE**

To: District Supervisors/ OICs  
Elementary and Secondary School Heads

1. In order to facilitate the speedy processing of Hardship Allowance for calendar year 2015, this Office hereby requires the concerned teachers, thru the District Supervisors to submit the following requirements:

For Multi-grade teachers

- Accomplishment Reports
- Form 7 and Form 48
- List of pupils
- Certification from School Head specifying the said teachers are handling Multi-grade classes
- Voucher (with computation = basic salary x 15%)

For Distance Hardship Post

- Accomplishment Reports
- Form 7 and Form 48
- Certification from District Supervisors/School Heads as to residence
- Certification from Barangay Captain as to accessibility and travelling distance
- Voucher (with computation = basic salary x 15%)

2. Please be informed further that the deadline for the submission of requirements will be on the following dates:

**October 30, 2015 - - - - - JANUARY to SEPTEMBER, 2015**  
**December 5, 2015 - - - - - OCTOBER to DECEMBER, 2015**

3. For strict compliance.

ARDEN D. MONISIT, Ed. D.  
Schools Division Superintendent