



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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SCHOOLS DIVISION OFFICE

Marikina City
 RECORDS UNIT

RELEASED

APR 22 2020
 Date: _____ Time: 5:24 pm

April 22, 2020

MEMORANDUM TO:

By: _____

**OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Elementary and Secondary Schools Principals
 Officers-in-Charge
 All Concerned**

ADDENDUM TO MEMORANDUM DATED MARCH 24, 2020 RE: PRESIDENTIAL ADMINISTRATIVE ORDER NO. 26: AUTHORIZING THE GRANT OF HAZARD PAY TO GOVERNMENT PERSONNEL WHO PHYSICALLY REPORT FOR WORK DURING THE PERIOD OF IMPLEMENTATION OF AN ENHANCED COMMUNITY QUARANTINE RELATIVE TO THE COVID-19 OUTBREAK

This addendum prescribes the template (see *Enclosure 1*) relative to the implementation of this provision:

“As proof of compensability, the personnel must submit a summary accomplishment report with stated actual time log in and log out to be attested by the head of the agency in coordination with the prescribed payroll period until the Enhanced Community Quarantine is lifted.”

Accordingly, every personnel entitled to the hazard pay during the ECQ period must accomplish the prescribed template and must submit them in accordance with the deadline that will be set by the Accounting Unit for payroll purposes.

Attached herewith is the above-mentioned enclosure.

Immediate and urgent dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA (Sgd.)
 Education Program Supervisor
 Officer-In-Charge
 Office of the Schools Division Superintendent



Enclosure 1

RE: PRESIDENTIAL ADMINISTRATIVE ORDER NO. 26 - AUTHORIZING THE GRANT OF HAZARD PAY TO GOVERNMENT PERSONNEL WHO PHYSICALLY REPORT FOR WORK DURING THE PERIOD OF IMPLEMENTATION OF AN ENHANCED COMMUNITY QUARANTINE RELATIVE TO THE COVID-19 OUTBREAK

NAME : _____
POSITION : _____
**SECTION/
UNIT/SCHOOL** : _____

Date	Time-in	Time-out	Accomplishment/Output (please be detailed or specific)
<i>Example:</i> March 20,2020	9am	3pm	Prepared the payroll for April 2020 Salary.

Submitted by:

Employee

Verified by:

Section Chief/Unit Head/School Head

Attested and approved by:

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent