MEMORANDUM TO:

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

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Section/Unit/School</th>
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<tr>
<th>Date</th>
<th>Time-in</th>
<th>Time-out</th>
<th>Accomplishment/Output (please be detailed or specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: March 20, 2020</td>
<td>9am</td>
<td>3pm</td>
<td>Prepared the payroll for April 2020 Salary.</td>
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</tbody>
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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