

do pong

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DIVISION MEMORANDUM

No. 092, s. 2020

TO: Chief Education Supervisor – SGOD
Administrative Officers
HR Unit Staff
Medical and Dental Staff
Public Health Workers
Others concerned

RELEASE
SDO-DAGUPAN
BY: PA
DATE 7-23-2020
TRACKING NO. 1692

DATE: July 15, 2020

SUBJECT: **Documentary Requirements for the Payment of Hazard Pay**

Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.

In line with COA Circular No. 2012-001 dated June 14, 2012, the required documents to be submitted to the Payroll Unit in two (2) copies are as follows:

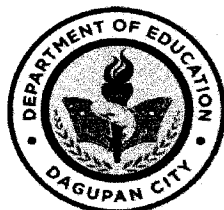
1. Duly accomplished time record of employees or travel report;
2. Approved Daily Time Record (DTR) or Service Report; and
3. Copy of special order from the agency/department head covering the assignment to hazardous or difficult areas.

It is advised that the documents shall be submitted every first week of the following month for faster processing of benefits.

Immediate dissemination is hereby advised to all concerned.


MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC
Schools Division Superintendent

DEPED
RECEIVED
DATE: 7/23/2020
TIME: 9:00 AM
BY: RYNANTE B. INFANTE
OFFICER I



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph

