



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2023- 923

TO : **MARIE TERESETT S. TABARANZA, AO II** - Tayasan I
GEMAIMA P. TABARES, ADAS III - Sta. Catalina III
CHRISTINE D. LINGCONG, ADAS II - Sta. Catalina III

THRU : **EMELYN D. BOLONGAITA, PSDS** - Tayasan I
RODIA T. PLAZA, EdD, PSDS - Sta. Catalina III

FROM : **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
12/5/2023

SUBJECT : **ASSIST IN THE PROCESSING OF SPECIAL HARDSHIP ALLOWANCE
FOR THE MONTHS OF SEPTEMBER TO DECEMBER 2023**

DATE : **DECEMBER 05, 2023**

1. The above-named personnel is hereby directed to report to the Human Resource Management Unit of this Division, effective immediately, to assist in the processing of Special Hardship Allowance for the months of September to December 2023.
2. The concerned personnel shall make sure that her duties and responsibilities of her assigned District Office are not hampered.
3. Travelling expenses, lunch and transportation, related to this memorandum shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. This temporary assignment shall take effect until all claims are completely processed.
5. This serves as your Authority to Travel.
6. For your information, guidance, and compliance.

NCO/JMA-MKP-NLR/HRMU/jpp/jda
December 04, 2023

05 DEC 2023



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DepEd Tayo SDO Negros

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