



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- 930

TO : **RODNEY C. MEDEZ, ADAS II** - Sibulan I

THRU : **MACRINA K. VILLALUZ, Ed.D.** - Sibulan I

FROM : **NERI C. OJASTRO, EdD, CESOV**
Schools Division Superintendent
(NCO)

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

DATE : **DECEMBER 06, 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/jpn/jad
December 06, 2023

06 DEC 2023



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