



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

May 4, 2020

Division Memorandum
No. 175, s. 2020

TO : Schools Division Office Officers and Personnel
Public Schools District Supervisors
All Others Concerned

SUBJECT : **Guidelines and Documentary Requirements for COVID-19 Hazard Pay**

1. This refers to Administrative Order (AO) No. 26 dated March 23, 2020 entitled "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 Outbreak."
2. National Government Agencies are authorized to grant COVID-19 Hazard Pay to personnel who physically report for work during the implementation of Enhanced Community Quarantine in their respective work stations, in the amount not exceeding P 500.00 per day per person, which shall be computed as follows:

$$\text{COVID-19 Hazard Pay} = \text{P } 500.00 \times \text{number of days physically reporting for work during the quarantine period}$$

3. That accordingly, the personnel qualified are occupying regular, contractual or casual positions, or are workers engaged through Contract of Service (COS), Job Order (JO) or other similar schemes. It shall be understood that only SDO Proper Non-Teaching officials and personnel and school heads and non-teaching personnel including Contract of Service workers in the school paid through school MOOE are entitled to this benefit. Payment of this benefit to COS of the schools shall be charged to their respective school MOOE while Implementing Units shall utilize their own funds for this purpose.
4. Personnel who are already entitled to Hazard Pay, Hazardous Duty Pay, Hazard Allowance are entitled to such benefits or other similar benefits under existing laws, issuances, rules, and regulation, **such as public health workers shall continue to be entitled to such benefits or the COVID-19 Hazard Pay, whichever is higher.**
5. The reckoning date for the computation of the benefits is on March 30, 2020 per Memorandum issued by Governor Arthur C. Yap dated April 20, 2020 re Clarification on the Date of Effectivity of the Province-Wide Enhance Community Quarantine.
6. Below are the documentary requirements for payment of this benefit:
 - a. Daily Time Record
 - b. Approved Workweek Plan
 - c. Accomplishment Report validated and signed by the PSDS
 - d. Self-Declaration of Physically Reporting to Duty (for Field personnel, see attached template Annex A)
 - e. COVID-19 Hazard Pay Template (for Field and DO personnel, see attached template Annex B)
7. The deadline of submission of supporting documents shall be on May 15, 2020. Field personnel shall email the signed e-copies of the documents at depedb Bohol budget@gmail.com. Submission must be by district.
8. For guidance and strict compliance.


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Schools Division Superintendent



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Annex A

SELF-DECLARATION OF PHYSICALLY REPORTING TO DUTY

I, _____, (position/designation), assigned at (working station) was physically present to report on duty based on my attached Daily Time Record;

That I have performed my tasks in accordance to my KRA's and other assigned task and responsibilities given to me;

That I have hereto submitted my accomplishment report based on actual duty and performance as confirmation of my work services rendered;

That I hereby manifest and declare to the best of my knowledge that my DTR reflects my true and actual physical reporting of duty and that I understand that if such entries are otherwise false, I am liable administratively and criminally.

(Name of Employee)

Signature over Printed Name



Annex B

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SCHOOLS DIVISION OF BOHOL

District: _____

No.	Name of Personnel	Physical Reporting to Duty		Nature of Employment
		Inclusive Dates	No. of Days	
1				
2				
3				
4				
5				

Prepared:

Certified Correct:

District Senior Bookkeeper

Public Schools District Supervisor

Note: for implementing units, the preparer is the school bookkeeper and the approver is the principal