



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

TO: LEA C. BELLEZA EdD
CECILIA G. ABELLO, PhD
MERALIE MAE B. GUALDRAPA
LYN ROSE E. OTEA
ARNOLD S. MAGDAET
ALDWIN MARCO P. BENDO
AMELY LOVE C. GELSANAO
MARY JANE H. BUTANAS
TRISTAN P. LUCERNA
CHARITY E. SASUMAN
EDUARD Q. VILLAVICENCIO
NOEMI M. BARAÑAO (SHS)
VIDA GRACE R. MORENO (SHS)

OIC, ASDS
Chief, SGOD
Accountant III
AO V (Budget)
AO V (General Services)
Dentist II
Dentist II
Nurse II
Nurse II
Nurse II
Nurse II
Nurse II
Nurse II

FROM: MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Re: Additional Documentary Requirements on the Grant of Compensation-Related Magna Carta Benefits to Public Health Workers

Date: 01 September 2023

1. Pursuant to COA Circular No. 2023-004 dated June 14, 2023 **Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012**, the additional documentary requirements on the grant of hazard pay are the following:
 - a. Certification by the Department of Health (DOH) that the place of assignment/travel is a strife-torn/embattled/disease-infested/distress or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcano activity or eruption;
 - b. Copy of Special Order from the department Head covering the assignment of hazardous/difficult areas;
 - c. For non-DOST personnel, Certification from DOST Secretary showing the degree of risk to hazards, actual exposure and rates; and
 - d. Certification issued by the Chief Accountant that the amounts received by the recipient/s are compliant with the rules and rated on hazard pay set under Item 3 of DBM-DOH Joint Circular No. 1, series of 2016, and any future amendments thereof.

4. For your information and strict compliance.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2003
E-mail: kabankalan.city001@deped.gov.ph