




Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
 OUF-2020-0092

TO : ALL REGIONAL DIRECTORS
 ALL FINANCE OFFICERS
 ALL OTHERS CONCERNED

FROM : 
 ANNALYN M. SEVILLA
 Undersecretary

SUBJECT : CRITICAL TASKS FOR THE DEPARTMENT OF EDUCATION -
 FINANCE SERVICE DURING THE STATE OF CALAMITY IN THE
 ENTIRE PHILIPPINES

DATE : March 18, 2020

This refers to Proclamation No. 922 issued by President Rodrigo Roa Duterte dated March 8, 2020 entitled "Declaring a State of Public Health Emergency Throughout the Philippines" enjoining full assistance, cooperation and mobilization of necessary resources. This was followed by the declaration on March 16, 2020 of the enhanced community quarantine in the main island of Luzon, and eventually the declaration on March 17 of the state of calamity in the entire Philippines.

In this light, the Finance Service of this Department has been continuously working to process **critical** financial transactions/tasks, while ensuring compliance with existing financial policies and guidelines, such as:

PRIORITY	WAIT FOR INSTRUCTIONS	PENDING
Completion of salary payment for the month of March for Regular/Plantilla Personnel, Contract of Service and Consultants	According to the DBM, the 13 th Month Pay cannot be paid earlier than May 15 as stipulated in the General Appropriations Act (GAA). There is also no directive yet from the Office of the President on this.	Issuance of an Administrative Order (AO) from the Department of Budget and Management (DBM) relative to the Hazard Pay for staff who physically report to the Office
Processing of April payroll subject to the issuance of 2 nd Quarter Notice of Cash Allocation (NCA) or the use of remaining March funds		Submission of the Letter of Appeal to the DBM and submission of Performance Ratings of Teachers for the grant and release of the 2018

*ORD sent
 3-20-20*



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PRIORITY	WAIT FOR INSTRUCTIONS	PENDING
Processing and payment of other pending Personnel Service (PS) Benefits such as Special Hardship Allowance, Monetisation Pay, Overtime Pay, Salary Differentials, etc.		Performance Based Bonus (PBB)
		DepEd- Central Office Guidelines on the Use and Release of Clothing Allowance

We seek your cooperation in **preparing** the documents relative to these tasks and **wait for instructions to release**, per the directive of the Secretary. While our top priority remains to be the welfare of our employees, we strongly advice to aid them in spending their respective compensation and benefits with prudence, and to prioritize health needs especially during this time.

For information and guidance.

Attachment: Memorandum No. OUF-2020-088 entitled "Communications to the Land Bank of the Philippines, the Development Bank of the Philippines and the Department of Budget and Management relative to this Department's Requests in light of the Declaration of the State of Calamity in the Country" dated March 19, 2020

Cc: Executive Committee Members