



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 5, 2021

**REGIONAL MEMORANDUM**

No. 000238, s. 2021

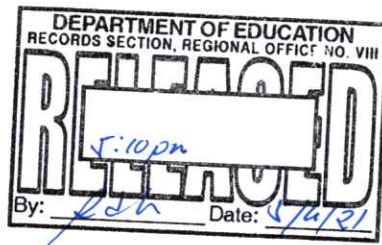
**SUBMISSION OF FUND REQUEST FOR SPECIAL HARDSHIP ALLOWANCE, MAGNA CARTA BENEFITS, ERF, MT, RECLASSIFICATION, CASH ALLOWANCE, AND TERMINAL LEAVE BENEFITS OF MANDATORY AND OPTIONAL RETIREE FOR FY 2021**

To: Schools Division Superintendents  
All Others Concerned

1. To facilitate the immediate downloading of the **PS Regional Lump-Sum and Cash Allowance** to the Schools Division Offices and Implementing Units, you are hereby directed to submit your fund request using the attached template to this Regional Office, **Attention: The Finance Division – Budget Section** on or before **May 31, 2021** while fund request for **Terminal Leave Benefits** shall be submitted starting **January 4, 2021 up to November 15, 2021**.
2. Also, attached is the checklist of supporting documents (Attachment I) for your reference.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

FD-BS-GJNC





Republic of the Philippines  
 Department of Education  
**REGIONAL OFFICE VIII - EASTERN VISAYAS**  
 Government Center, Candahug, Palo, Leyte  
**ISO 9001:2015 CERTIFIED**

**Funding Request for ERF, MT, Reclassification**  
**FY 2021**

| Name of Employee                            | Item Number | Monthly Basic Salary (2nd Tranche SSL 5) |          |              | Retirement Life Insurance Premium (RLIP) |          |              | PhilHealth Insurance Premium |          |              | Total Monthly Differential | No. of Months (current year only) | Total Annual Differential | Mid Year Bonus Differential (if) | Year End Bonus Differential (if) | TOTAL     |
|---|-------------|--|----------|--------------|--|----------|--------------|------------------------------|----------|--------------|----------------------------|-----------------------------------|---------------------------|----------------------------------|----------------------------------|-----------|
|   |             | Current                                  | Previous | Differential | Current                                  | Previous | Differential | Current                      | Previous | Differential |                            |                                   |                           |                                  |                                  |           |
| a   | b           | c  | d        | e = c-d      | f  | g        | h = f-g      | i                            | j        | k = i-j      | l = e+h+k                  | m                                 | n = l*m                   | o                                | p                                | q = n+o+p |
| Equivalent Record Form (ERF Teacher 1-3)    |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| <i>Sub-Total</i>                            |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| Master Teacher (Teacher 3 - MT)             |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| <i>Sub-Total</i>                            |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| Reclassification (Teacher 3 - HT/Principal) |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
|   |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| <i>Sub-Total</i>                            |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |
| <b>Grand Total</b>                          |             |  |          |              |  |          |              |                              |          |              |                            |                                   |                           |                                  |                                  |           |

Prepared by:

Approved by:

AO V (Budget Officer III)

AO V (Human Resource Officer)

Regional Director / Schools Division Superintendent

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**Funding Request for Magna Carta Benefits for Health Personnel**  
**FY 2021**

| No.          | NAME | POSITION | STEP<br>INCREME<br>NT | MONTHLY                             |             |             |                      |
|--------------|------|----------|-----------------------|-------------------------------------|-------------|-------------|----------------------|
|              |      |          |                       | BASIC SALARY (2nd<br>Tranche SSL 5) | HAZARD      | SUBSISTENCE | LAUNDRY<br>ALLOWANCE |
| 1            |      |          |                       | 0.00                                | 0.00        | 0.00        | 0.00                 |
| 2            |      |          |                       | 0.00                                | 0.00        | 0.00        | 0.00                 |
| 3            |      |          |                       | 0.00                                | 0.00        | 0.00        | 0.00                 |
| 4            |      |          |                       | 0.00                                | 0.00        | 0.00        | 0.00                 |
| <b>Total</b> |      |          |                       | <b>0.00</b>                         | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>          |

**Summary:**  
 Hazard Pay 0.00  
 Subsistence 0.00  
 Laundry Allowance 0.00  
**Total (12 months) 0.00**

Prepared by: \_\_\_\_\_

Approved: \_\_\_\_\_

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**Funding Request for Cash Allowance**  
**FY 2021**

| No.          | NAME | DIVISION OFFICE / IMPLEMENTING UNIT | AMOUNT |
|--------------|------|-------------------------------------|--------|
| 1            |      |                                     |        |
| 2            |      |                                     |        |
| 3            |      |                                     |        |
| 4            |      |                                     |        |
| 5            |      |                                     |        |
| 6            |      |                                     |        |
| 7            |      |                                     |        |
| 8            |      |                                     |        |
| 9            |      |                                     |        |
| 10           |      |                                     |        |
| <b>TOTAL</b> |      |                                     |        |

Prepared by:

Approved:

**AO V (Budget Officer III)**

**Schools Division Superintendent**

**Checklist:****Issuance of Sub-ARO for Reclassification, Master Teacher, and ERF**

- 1 Basic Letter Request (Duly signed by the Agency Head or Authorized Representative)
- 2 Indorsement Letter from the Division Office (for IUs only)
- 3 NOSCA (Certified True Copy)
- 4 Appointment (Certified True Copy)
- 5 Funding Request Template for ERF, MT, Reclassification (Consolidated including Ius)

**Issuance of Sub-ARO for Terminal Leave Benefits**

- 1 Basic Letter Request (Duly signed by the Agency Head or Authorized Representative)
- 2 List of Actual Retirees to be Paid (LARP-Annex B of BC No. 2013-1) (3 Copies)
- 3 Duly accomplished Retirement Application Form (CSC Form No. 6)
- 4 Service Record (Original or Certified True Copy)
- 5 Latest NOSA/NOSI
- 6 Letter intent to retire and approved by Head of Agency
- 7 Statement of Leave Credits Earned certified by the HRMO, Approved by Head of Agency
- 8 Region/Division/ School Clearance
- 9 Other Documents Submitted (if applicable):
  - 9.1 Teaching Personnel – Certification of Service Credits Earned of concerned employee, certified by the HRMO and the corresponding Conversion to Leave Credits
  - 9.2 Copy of the deceased retiree/employee's Death Certificate
  - 9.3 NSO Marriage Certificate
  - 9.4 Judicial or Extra-Judicial settlement of estate (duly notarized)
  - 9.5 Waiver/Special Power of Attorney

**Issuance of Sub-ARO for Cash Allowance**

- 1 Basic Letter Request (Duly signed by the Agency Head or Authorized Representative)
- 2 Funding Request Template for Cash Allowance (Consolidated including Ius)

**Issuance of Sub-ARO for Magna Carta Benefits**

- 1 Basic Letter Request (Duly signed by the Agency Head or Authorized Representative)
- 2 Funding Request Template for Magna Carta Benefits for Health Personnel (Consolidated including Ius)

**Issuance of Sub-ARO for Special Hardship Allowance**

- 1 Basic Letter Request (Duly signed by the Agency Head or Authorized Representative)
- 2 Funding Request Template for Special Hardship Allowance (Consolidated including Ius)