MEMORANDUM
OUF-2020-0170

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
REGIONAL, BUREAU AND SERVICE DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF FINANCE DIVISIONS/UNITS
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary

RAMON FIEL G. ABCEDE
Assistant Secretary for Finance

SUBJECT : SUPPLEMENTAL GUIDELINES ON MEMORANDUM NO. OUF-2020-0128

DATE : May 04, 2020


Please refer to Table 1 and be guided accordingly on the eligibility and requirements to be submitted. The Finance Service – Accounting Division shall continuously process these claims, as long as supporting documents are complete.

Table 1

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amount</th>
<th>Eligibility</th>
<th>Documentary requirements</th>
<th>Remarks</th>
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</thead>
</table>
| COVID-19 Hazard Pay  | Php500.00/person/day computed as stipulated in Sec. 1 of Administrative Order No. 26¹ | Skeleton workforce  | 1. Special Order/Authority to Work  
2. Daily Attendance per logbook of the Security Guard  
3. Payroll | Filing shall be separate for Contract of Service and Regular/Plantilla Personnel |

¹ COVID-19 Hazard Pay = Php500.00 x number of days physically reporting for work during the quarantine period