




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

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

This refers to further guidelines on Memorandum No. OUF-2020-0128 on the "Reminder to Comply with Administrative Order No. 26 dated March 23, 2020 and DBM Budget Circular No. 2020-1 dated March 24, 2020" dated April 15, 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

Provision	Amount	Eligibility	Documentary requirements	Remarks
COVID-19 Hazard Pay	P500.00/person/day computed as stipulated in Sec. 1 of Administrative Order No. 26 <sup>1</sup>	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

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