



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Nueva Ecija St., Bago Bantay, Quezon City, Metro Manila

August 24, 2009


MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Head Teachers/Officers In-Charge
Heads of Administrative Units
All Permanent Teachers (National Roll)

For the information and guidance of the field, this Office has received the allocation for Cash Allowance in the amount of Php700.00 each due to all permanent teaching personnel of this Division for Calendar Year 2009.

In this connection, all concerned are advised to submit the necessary payrolls for processing and payment of the above-mentioned benefit. Please attach a copy of the school's Form 7 Report for July 2009, master list and diskette with transmittal.

Wide dissemination of this memorandum is enjoined.


CORAZON C. RUBIO
Assistant Schools Division Superintendent
Officer In-Charge