



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

DEP-ED SDO N.E.
RELEASED
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RECORDS SECTION

01 February 2023

DIVISION MEMORANDUM
No. 39, s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 451, S.2022
“E-bike ng Pag-asa: Raffle for a Cause”

To: Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Parent-Teacher Association
Teaching and Non-Teaching Personnel
All Others Concerned

1. The Philippine Elementary School Principals Association (PESPA), sponsored the fund-raising activity entitled ***E-bike ng Pag-asa: Raffle for a cause***, in collaboration with the different associations of Public Schools District Supervisors, Public Secondary Principals Association, and Federated Parent-Teacher Association of the Schools Division Office of Nueva Ecija.
2. The proceeds of the said raffle for a cause will be for the teaching, non-teaching, and other personnel of the SDO Nueva Ecija needing medical assistance and those employees affected by Typhoon *Karding*. The Schools Division Office would like to reiterate the submission of employees' names and medical abstract that need medical assistance and/or photos of house damages brought by Typhoon *Karding*.
3. Submission is until **February 8, 2023**. All documents must be submitted first to the respective SDO Annex office and for proper endorsement to the Schools Division Office through the SGOD.
4. The amount to be received by the employee is based on the amount raised by their respective district on the *E Bike ng Pag-asa: Raffle for a Cause* project.
5. Immediate dissemination of this memorandum is desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl: As stated
Reference: none
To be included in Perpetual Index
Addendum to DM No.451
E-BIKE
RAFFLE FOR A CAUSE

DM 2022 Addendum to DM 373
MJCV: 02-01-23



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**GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE TO EMPLOYEES AFFECTED BY
TYPHOON KARDING**

1. The employee is a job order, casual, contractual or permanent employee of the Schools Division of Nueva Ecija.
2. The house damages were due to typhoon Karding and other calamities/disaster thereafter.
3. The house damages should include only those that directly affected normal daily living of family members, i.e., damages in:
 - a. Living room;
 - b. Dining room;
 - c. Bedroom;
 - d. Kitchen; and
 - e. Comfort room.
4. Damages sustained in other ancillary rooms/parts of the house will not be covered unless proven to affect the normal daily routines and safety of family members.
5. Qualified employees must submit the following:
 - a. Letter request
 - b. Photos of sustained damages
6. Based on submitted documentation, damages will be categorized as follows:
 - a. Minor damages – can be repaired
 - b. Major damages – need replacement or reconstruction
7. The financial assistance to be given will be limited to:
 - a. Minor damages – not to exceed P3,000.00
 - b. Major damages – not to exceed P5,000.00
8. The provision of financial assistance depends on the availability of funds from the proceeds of Project E-Bike for a Cause. Preference shall be given to provision of assistance to those employees undergoing treatment.

**GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE TO EMPLOYEES SUFFERING
ILLNESS OR UNDERGOING TREATMENT**

1. The employee is a job order, casual, contractual or permanent employee of the Schools Division of Nueva Ecija.
2. The concerned employee submitted letter request for assistance with attached medical abstract from his/her attending physician.
3. Submitted requests will first be screened by the Medical Unit for proper assessment of attached documents and categorization of illness.
4. The following shall be the category:
 - a. **Category A** – to undergo major operation or is presently undergoing continuous treatment such as chemotherapy, radiation from which cost of treatment is P50,000 and above;
 - b. **Category B** – to undergo minor operation or is presently undergoing treatment like dialysis from which cost of treatment ranges between P15,000 – P49,999.
 - c. **Category C** – under maintenance medication only
5. The minimum amount that may be given based on the aforementioned categories are as follows:
 - a. **Category A** – P5,000.00
 - b. **Category B** – P3,000.00
 - c. **Category C** – P2,000.00
6. Depending on availability of funds, assistance may be extended to immediate family members during **emergency cases** like accident. Immediate family members included are as follows:
 - a. For single employees – parents
 - b. For married employees – spouse and children below 18yrs old.
7. For financial assistance to immediate family members, it shall be on a uniform amount of P4,000.00.
8. The Schools Division Superintendent may at his discretion recommend higher amount when the available funds are sufficient.
9. For the Project E-Bike for a Cause, the basis for allocation of assistance to be distributed to each district shall be limited to the actual amount they have raised after deducting all the allowable expenses agreed and approved by the SDS.
10. Any remaining funds shall be kept in the depository account and made available in the future for any other arising financial assistance request.
11. Should the available funds of the district not suffice the received requests, it is the responsibility of the Public Schools District Supervisor to explain the guidelines to the personnel under their jurisdiction and think of other means on how they could provide assistance.