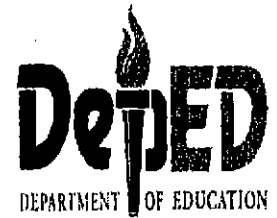




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. **182**, s. 2004

APR 23 2004

PAYMENT OF PER DIEMS/OVERTIME PAY OF DEPED PERSONNEL ASSIGNED
POLL DUTIES ON THE MAY 10, 2004 ELECTIONS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Per COMELEC and DepED Joint Memorandum Circular on the appointment of DepED officials as Election Supervisors, public school teachers as members of the Board of Election Inspectors, and support staff for the May 10, 2004 elections and the payment of per diems for their performance of election duties, hereunder are the rates of compensation for the aforementioned DepED officials and other personnel:

- a) P1,000.00 per day for a maximum of three (3) days for the members of the Board of Election Inspectors (BEIs);
- b) P1,000.00 per day for a maximum of three (3) days for DepED Supervisors/Principals to be assigned as supervisors at one (1) supervisor per ten (10) precincts;
- c) P500.00 per day for a maximum of three (3) days for DepED support staff to BEIs at one (1) support staff per ten (10) precincts;
- d) Overtime pay for DepED officials and staff involved in the canvassing of votes at the provincial, city and municipal levels on the basis of actual overtime services rendered and in accordance with existing accounting and auditing rules and regulations.

2. In this connection, please be informed of the following and be guided by the key dates for the release and distribution of the per diems/overtime pay of personnel assigned poll duties:

- a) Special Allotment Release Order (SARO) No. B-04-00741 dated March 24, 2004 was issued by the Department of Budget and Management (DBM) for the purpose and received by the DepED Central Office (Office of the Secretary) on March 29, 2004.
- b) An amount equivalent to two-day per diem shall be paid in advance, before the elections, to the BEI members, DepED Supervisors/Principals and support staff to BEIs.
- c) The necessary Sub-Allotment Release Orders (Sub-AROs) for the advance payment of the two-day per diem of BEIs, School Heads and Supervisors, and support staff are to be issued by the Budget Division, FMS, this Department by April 21, 2004 to the DepED Regional Offices for schools divisions that submitted the required reports.
- d) The Notices of Cash Allocations (NCAs) corresponding to the amount sub-allotted by the Budget Division will be released by the DBM to the respective

- d) The Notices of Cash Allocations (NCAs) corresponding to the amount sub-allotted by the Budget Division will be released by the DBM to the respective DepED ROs by April 22, 2004 except for the requirement of ARMM which will be released to the DepED Central Office.
- e) The Regional Offices are to prepare funding checks for all divisions by Friday, April 23, 2004 based on the list of BEIs, School Heads/Supervisors, and support staff submitted. (No list, no funding check.)
- f) Schools Division Offices are to distribute the national election per diem by Monday, May 3, 2004. (Note: P2,000.00 per BEI member; P2,000.00 per School Head/Supervisor; and P1,000.00 per support staff to BEIs.)
- g) DepED ROs that have not received an NCA by April 22, 2004 should call Mr. Armando C. Ruiz, Chief Budget Officer, at telephone numbers: 637-6203 and 637-4214.
- h) SDOs not receiving funding checks by Monday, April 26, 2004 should inform Mr. Armando C. Ruiz.
- i) DepED personnel serving as BEIs, supervisors and support staff to BEIs who will not be receiving advance payment of their per diem by Monday, May 3, 2004 should contact the Election Task Force Monitoring Center at telephone numbers 633-7205 and 633-7259 or DETxt at 0919-456-0027.
- j) The members of BEIs, supervisors and support staff to be paid by SDOs shall be limited to DepED personnel only which may also include locally-funded teachers teaching in the DepED-supervised elementary or secondary schools.
- k) SDOs shall report to Mr. Armando C. Ruiz on the actual disbursements made on the advance payment of the two-day per diem.
- l) The amount made available for this purpose shall be used solely for the advance payment of the two-day per diem and that any excess should not be used for any other purpose.
- m) The balance of P1,000.00 for the three-day poll duty of BEIs, supervisors and their support staff including the requirement for payment of actual overtime services rendered by members of the Board of Canvassers and their support staff shall be made available after actual election duties.
- n) DepED personnel who have been paid of the two-day per diem but failed to render election duties shall refund the amount through payroll deduction.
- o) It is understood that disbursements therefrom shall be subject to existing budgeting, accounting and auditing rules and regulations.

3. Immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Reference: DepED Memorandum: No. 159, s. 2004

Allotment: 1—(D. O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCE

ELECTION

OFFICIALS

TEACHERS