



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 6, 2021

**REGIONAL MEMORANDUM**

No. **1178**, s. 2021

**SUBMISSION OF 2020 SPECIAL HARDSHIP ALLOWANCE (SHA)  
UTILIZATION REPORT**

To: Schools Division Superintendents  
All Others Concerned

1. In view of the herein attached Memorandum DM-PHROD-2021-0217, dated March 29, 2021 from the Office of the Undersecretary, Planning, Human Resource and Organization Development, all concerned Schools Division Offices are hereby directed to submit the **FY 2020 Special Hardship Allowance (SHA) Utilization Report** using the prescribed template through email address [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) on or before **April 23, 2021**.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

FD-GJF





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
REGION VII, EASTERN VISAYAS

**RECEIVED**

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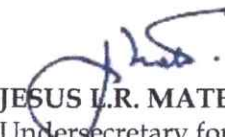
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MEMORANDUM  
DM-PHROD-2021-0217

TO : Regional Directors  
Schools Division Superintendents  
All Others Concerned



FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning, and Human Resource and  
Organizational Development

SUBJECT : *Submission of Special Hardship Allowance (SHA) FY 2020  
Utilization Report*

DATE : March 29, 2021

With reference to the implementation of the Department of Budget and Management (DBM) and Department of Education (DepEd) Joint Circular No. 1, s. 2019 titled, "Guidelines to Implement DepEd-Office of the Secretary (OSEC) Special Provision Number 7 in the FY 2019 General Appropriations Act (GAA) on Special Hardship Allowance (SHA)", **Schools Division Offices (SDOs) are requested to submit the SHA Utilization Report for FY 2020 on or before April 23, 2021.**

Instructions for the accomplishment and submission of the FY 2020 SHA Utilization Report:

1. Use the attached template (Annex 1).
2. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
3. Submit the report in Excel (.xlsx) format through email address bhrod.sed@deped.gov.ph.

Kindly be reminded that this report is crucial in the justification for the SHA budget allocation of the region/division and enhancement of the guidelines on SHA. For your information and reference, attached is the list of SDOs with complete submission of reports.

BRD 9-18  
4-5-21

For clarifications or concerns, please contact Mr. Ched Allen Martinez of the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) through mobile number 0995-971-0397 or through the email address provided above.

For appropriate action.

*BHROD-SED/Martinez*

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