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

April 19, 2022

REGIONAL MEMORANDUM

No. **363**, s. 2022

**SUBMISSION OF FY 2021 SPECIAL HARDSHIP ALLOWANCE (SHA)
UTILIZATION REPORT**

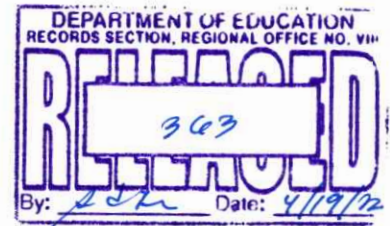
To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-HROD-2022-0498 dated 28 March 2022 with the subject: **Submission of FY 2021 Special Hardship Allowance (SHA) Utilization Report.**
2. Relative thereto, the Schools Division Offices are directed to submit the FY 2021 Special Hardship Allowance (SHA) Utilization Report on or before **April 28, 2022** to **personnel.region8@deped.gov.ph** for consolidation using the attached template.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: As stated
 Reference: As stated
 To be indicated in the Perpetual Index under the following subjects:

REPORT
 SPECIAL HARDSHIP ALLOWANCE
 SUBMISSION
 UTILIZATION



AD-PS-EDR





07 APR 2022 11:42
07 APR 2022 11:46

Sign

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT


4/18/22 3:03 PM

MEMORANDUM
DM-HROD-2022-0498

SIGNATURE
REGIONAL OFFICE NO.

RECEIVED
4/7/22
Date / Tracking No.
Signature

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII
RECEIVED BY: 
BUDGET & FINANCE DIVISION
4/7/22 5:10
DATE

SUBJECT : Submission of FY 2021 Special Hardship Allowance (SHA)
Utilization Report

DATE : 28 March 2022

With reference to the Department Order No. 039, s. 2021 on *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers* dated 22 September 2021, **Regional Offices are hereby requested to submit the SHA Utilization Report for FY 2021 on or before April 30, 2022.**

The guidelines also provide changes in the monitoring and submission of SHA Utilization report. Kindly refer to the following tasks to be observed in ensuring the completeness and accuracy of collected data:

Responsible Office/Person	Task
Central Office (CO) Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED)	<ul style="list-style-type: none"> Disseminate the prescribed template that will be used for the submission of SHA Utilization Report; and Collect, clean, and consolidate the SHA Utilization Reports submitted by the Regional Offices.
Regional Office (RO) Personnel Unit	<ul style="list-style-type: none"> Consolidate the list of SHA Recipients submitted by the Schools Division Offices (SDOs) and submit to BHROD-SED.

0110 email
4/6/22

	* See instructions below for the accomplishment and submission of FY 2021 Utilization Report.
Schools Division Office (SDO) Personnel Unit	<ul style="list-style-type: none"> • Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO. <p>* See instructions below for the accomplishment and submission of FY 2021 Utilization Report.</p>

Instructions for the accomplishment and submission of the FY 2021 SHA Utilization Report:

Schools Division Office:

1. Use the attached template (Annex A).
2. Avoid any alteration or modification of the template (i.e., column deletion, merging, etc.).
3. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
4. Submit to RO for consolidation.

Regional Office:

1. Ensure submitted reports are accurate and complete, with no duplicates and missing field entries.
2. Submit consolidated report to BHROD-SED 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 clarifications or concerns, please contact **Mr. Christopher L. Devera** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through the email address provided above.

For appropriate action.

[BHROD-SED/Devera]