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DEPARTMENT OF EDUCATION
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 RECORD SECTION REGIONAL OFFICE NO. VII
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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1070

OFFICE OF THE DIRECTOR IV
 Date and Time Received: 12 AUG 2023 11:22
 Date and Time Released: 12 AUG 2023
 Signature: [Signature]

TO : **Regional Directors of CAR, Regions II, IV-B, V, VIII, X, and XII**
Schools Division Superintendents of Mountain Province,
Batanes, Palawan, Camarines Sur, Samar (Western Samar),
Bukidnon, and Sarangani

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational
Development

SUBJECT : **CONDUCT OF SURVEY FOR THE SPECIAL HARDSHIP**
ALLOWANCE (SHA) DATA GATHERING AND MONITORING

DATE : 10 August 2023

In 2021, the Department of Education (DepEd) has issued DepEd Order No. 039, s. 2021 or the *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers* which operationalizes the Department of Budget and Management (DBM) and DepEd Joint Circular No. 1, s. 2021 or the *Revised Guidelines on the Grant of the Special Hardship Allowance*. Recently, DepEd Order 017, s. 2023 was issued, amending the Hardship Index (HI) cut-off from 0.37 to 0.33.

As stipulated in the said guidelines, specifically with respect to policy monitoring and consistent with the aim of the DepEd Order No. 13, s. 2015 to establish systematic, evidence-based, and participatory mechanisms in the formulation, adoption, and review of policies, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct a monitoring survey on SHA. The data to be collected from the monitoring survey will provide information relative to the veracity of data being submitted by schools to the Basic Enhanced Information System (BEIS) as the main source of data in computing for hardship index, school’s awareness on the SHA guidelines, and school’s perception about hardship. These will all form part of a report which will provide basis on the review and enhancement of the current SHA guidelines.

In this connection, teams from the DepEd Central Office to be led by the BHROD-SED shall visit a total of **36 randomly selected schools** with varying numbers from the Divisions of Batanes, Bukidnon, Camarines Sur, Mountain Province, Palawan, Samar (Western Samar), and Sarangani. **The Schools Division Superintendent (SDS) is hereby requested to assign a Division Focal who shall assist BHROD-SED in managing and facilitating the school visits for the monitoring survey.**

DMO email
 8/14/23

Moreover, as part of their monitoring and technical assistance functions, SBM Coordinators, Finance Officers, and Planning Officers from the concerned ROs/SDOs are also requested to participate in the school visits. Specific dates of school visits shall be arranged by BHROD-SED staff with the SDO Focals, with due consideration of their common availability. Assistance is further requested from the SDO in the facilitation of the rental of van (or other available mode of transport) and arrangement of meals of the team (CO, RO, SDO team members as well as school participants) during school visits. Funds for this purpose have already been downloaded to the concerned SDOs through the *Program Support Funds (PSF) for Monitoring and Data Gathering of Special Hardship Allowance*. Furthermore, the list of schools per SDO shall be provided prior to the actual conduct of the visits for the itinerary arrangements.

Travel expenses of CO personnel shall be charged against FY 2023 SED funds (*AC-BHROD-SED-GASS-026, AC-BHROD-SED-GASS-027, AC-BHROD-SED-GASS-028, AR-23-BHROD-SED-GASS-051*), while that of RO/SDO personnel shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. In case of funding deficiency, the travel expenses of personnel from other CO Offices shall be charged against local funds.

Assigned SDO Focals are hereby requested to fill out and send the attached form to BHROD-SED on or before August 15, 2023.

For further details and information on this activity, you may contact **Ms. Noverose B. Dadole** of BHROD-SED through office landline number (02) 8633-5397 or email address at support.sha@deped.gov.ph copy furnished bhrod.sed@deped.gov.ph.

For your immediate and appropriate action.

BHROD-SED/Dadole

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For your immediate and appropriate action.

BHROD-SED/Dadole

**DIVISION FOCAL FOR THE SPECIAL HARDSHIP ALLOWANCE (SHA)
MONITORING**

NAME: _____
POSITION: _____
OFFICE: _____
EMAIL: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

*Please email to support.sha@deped.gov.ph copy furnished bhrod.sed@deped.gov.ph.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2023

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|---|---|---|--|
| PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA190 180080180001800 - Current Appropriations General Management and Supervision - Central Office | | REFERENCE: FY 2023 GAAAO dated 01/03/2023 | SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-23-3066 |
| | | LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA | DATE: 07-Jul-23 |
| FUND CODE: 01101101 | ORGANIZATION CODE: 070010100000 | | FISCAL YEAR: FY 2023 |
| PURPOSE: <i>Transfer of Program Support Fund for Monitoring & Data Gathering of Special Hardship Allowance.</i> | | | |
| To: The Schools Division Superintendent Schools Division of Samar (Western Samar) DepEd - Region VIII 070010808005 | | | Region : 8 |
| PARTICULARS | | ALLOTMENT CLASS/ ACCOUNT CODE | AMOUNT AUTHORIZED |
| Subsidy to Operating Units | | MOOE 5021408000 | 36,250.00 |
| AMOUNT IN WORDS: *** <i>Thirty Six Thousand Two Hundred Fifty Pesos Only</i> *** | | | Total: <u>36,250.00</u> |
| NOTE: The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024. | | | |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:


ANNALYN A. SEVILLA
Undersecretary for Finance