



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

March 11, 2024

REGIONAL MEMORANDUM

No. **271** s. 2024

**SUBMISSION OF FY 2023 SPECIAL HARDSHIP ALLOWANCE (SHA)
UTILIZATION REPORT**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0370 dated 04 March 2024 with the subject: **Submission of FY 2023 Special Hardship Allowance (SHA) Utilization Report.**
2. The Schools Division Superintendent through the Finance and Personnel Sections shall ensure submission of the said report to the Regional Office Personnel Section for consolidation on or before **March 14, 2024** using the attached template which can also be downloaded through the link: **https://bit.ly/SDO_SHATEmplate.**
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

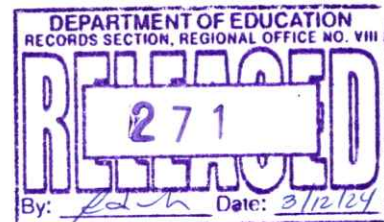
Reference: As stated

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

SPECIAL HARDSHIP ALLOWANCE

UTILIZATION REPORT

AD-PS-EDR



Department of Education
 SPECIAL HARDSHIP ALLOWANCE (SHA) FOR FISCAL YEAR 2023
 January to December 2023

TO BE FILLED BY SDO:

Region (1)	Division (2)	District (3)	School ID (must be a 6-digit number) (4)	School Name (5)	Name (Surname, First Name) (6)	Position Title (7)	Employee ID (must be a 7-digit number) (8)	Salary Grade (9)	Step (10)	Actual Salary Rate Per Month (11)	Tax Identification Number (12)	SHA Category (13)	SHA Rate (% of Basic Salary) (14)	Estimated SHA Payable - 10 months (15)	Actual SHA Received - January to December (10 months) (16)
(REGION)	(DIVISION)	(DISTRICT)	(SCHOOL ID)	(SCHOOL NAME)	(NAME)	(POSITION TITLE)	(EMPLOYEE ID)	(SALARY GRADE)	(STEP)	(ACTUAL SALARY)	(TAX ID)	(SHA CATEGORY)	(SHA RATE)	(ESTIMATED PAYABLE)	(ACTUAL RECEIVED)

APPROVED BY:

(Signature Over Printed Name)

Position/Designation:
Date:

PREPARED BY:

(Signature Over Printed Name)

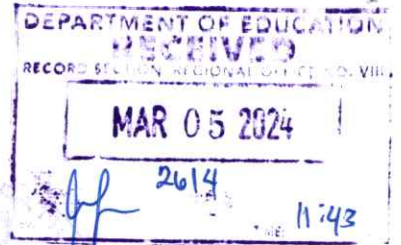
Position/Designation:
Date:



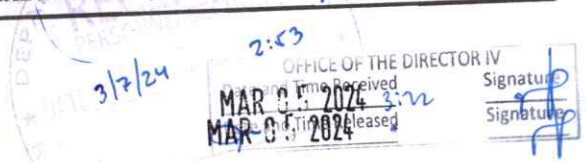
Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0370



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

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Undersecretary for Human Resource and Organizational Development

SUBJECT : **SUBMISSION OF FY 2023 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT**

DATE : 04 March 2024

With reference to the Department Order No. 039 s. 2021 or the *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers* issued on 22 September 2021, **Regional Offices are hereby requested to submit the SHA Utilization Report for FY 2023 on or before March 18, 2024.** The utilization report is an important aspect of the monitoring and evaluation of the implementation of SHA in the field.

Kindly refer to the following tasks to be observed by governance levels in ensuring 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 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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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old email
3/5/24

Schools Division Office (SDO)
Personnel Unit

- Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO.

Instructions for the accomplishment and submission of the FY 2023 SHA Utilization Report:

Schools Division Office:

1. Download and use the prescribed template accessible in this link: https://bit.ly/SDO_SHATemplate for SDOs.
2. Refer to the **SHA Utilization Report Quick Guide** for assistance in accomplishing the report.
3. Avoid any alteration or modification of the template (*i.e., column deletion, merging, etc.*).
4. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
5. Avoid adding irrelevant columns or additional data not found in the template.
6. **Submit the reports ONLY to Regional Office for consolidation on or before March 11, 2024:**
 - a. Scanned copy of the SDO Utilization report which is duly signed by the SDS; and
 - b. Editable Excel File (not necessarily signed) of the SDO Utilization report.

Regional Office:

1. Download and use the prescribed template accessible in this link: https://bit.ly/RO_SHATemplate for ROs.
2. Ensure SDO submitted reports are **accurate and complete**, with no duplicates, missing field entries, or wrong data inputs. Kindly refer to the *SHA Utilization Report Quick Guide* for consolidation and checking of reports.
3. **RO Personnel/HRMOs shall submit the consolidated reports with required formats as indicated below to BHROD-SED on or before March 18, 2024** through email address at support.sha@deped.gov.ph
 - a. Scanned copy of the RO Utilization report which is duly signed by the SDS; and
 - b. Editable Excel File (not necessarily signed) of the RO Utilization report using the consolidation Template accessible

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 Devera** or **Ms. Ann Margaret Lazaro** of BHROD-SED through the email address support.sha@deped.gov.ph.

[BHROD-SED/Devera]



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