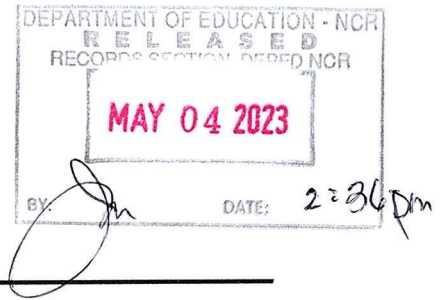




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. **NCR 332** s. 2023

**TO** : Schools Division Superintendents

**FROM** : **WILFREDO E. CABRAL, CESO III**  
Regional Director

**SUBJECT** : **SUBMISSION OF FY 2022 SPECIAL HARDSHIP  
ALLOWANCE (SHA) UTILIZATION REPORT**

**DATE** : May 3, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0533 dated April 24, 2023 on the above captioned data submission, for information and guidance.
2. In this connection, it is requested that said report should be submitted through this Office, c/o Personnel Section ([personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph)), not later than May 8, 2023, using the attached template/goggle link, that was shared to your respective HRMO's.
2. For immediate dissemination and strict compliance.



Address: Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

Doc. Ref. Code	RO-ORD-F006	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2023-0233**

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

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

**SUBJECT : SUBMISSION OF FY 2022 SPECIAL HARDSHIP ALLOWANCE  
(SHA) UTILIZATION REPORT**

**DATE : 24 April 2023**

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 2022 on or before May 15, 2023.**

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 completeness and accuracy of collected data:

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

	* See instructions below for the accomplishment and submission of FY 2022 Utilization Report.
Schools Division Office (SDO) Personnel Unit	<ul style="list-style-type: none"> <li>• Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO.</li> </ul> * See instructions below for the accomplishment and submission of FY 2022 Utilization Report.

Instructions for the accomplishment and submission of the FY 2022 SHA Utilization Report:

**Schools Division Office:**

1. Use the attached template (Annex A).
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. **Submit the reports to RO for consolidation on or before May 8, 2023:**
  - 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. Ensure submitted reports are accurate and complete, with no duplicates and missing field entries.
2. **Submit the consolidated reports with required formats as indicated below to BHROD-SED on or before May 15, 2023 through email address at [support.sha@deped.gov.ph](mailto: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.

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** or Mr. **Sebastian Cheng** 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/Cheng/Devera]



