



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 282 s. 2024

TO : Schools Division Superintendents

FROM : **JOCELYN DR. ANDAYA**
 Director IV

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

DATE : March 7, 2024

- Enclosed is a copy of Memorandum DM-OUHROD-2024-0370 dated March 4, 2024 of OIC-Undersecretary Wilfredo E. Cabral, relative to the above-captioned subject, for information and guidance.
- In this connection, it is requested that the said report be submitted through this link: https://bit.ly/SDO_SHATemplate, not later than March 11, 2024, for consolidation, prior to submission to Deped-CO.
- For immediate dissemination and strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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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 ReportCollect, 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

Schools Division Office (SDO) Personnel Unit	• Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO.
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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]