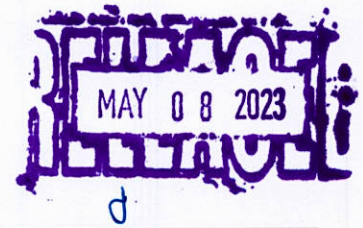




Republic of the Philippines
Department of Education
CARAGA REGION



May 5, 2023

REGIONAL MEMORANDUM
NO. 0357 s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ACCOUNTANTS/HRMOs/PLANNING OFFICERS
This Region

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

1. In compliance to Memorandum DM-OUHROD-2023-0533 dated April 24, 2023, all Schools Division Offices are directed to submit their FY 2022 Special Hardship Allowance Utilization Report.
2. Please be guided with the following instructions for the accomplishment and submission of the FY 2022 SHA Utilization Report:
 - 2.1. Use the attached template (Annex A).
 - 2.2. Refer to the SHA Utilization Report Quick Guide for assistance in accomplishing the report.
 - 2.3. Avoid any alteration or modification of the template (i.e., column deletion, merging, etc.).
 - 2.4. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
 - 2.5. Submit the reports to RO for consolidation on or before **May 10, 2023:**
 - 2.5.1 Scanned copy of the SDO Utilization report which is duly signed by the SDS; and
 - 2.5.2 Editable Excel File (not necessarily signed) of the SDO Utilization report.
3. For compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: DM-OUHROD-2023-0533
Reference: Memorandum DM-OUHROD-2023-0533
To be indicated in the Perpetual Index
under the following subjects:

REPORTS SPECIAL HARDSHIP ALLOWANCE TEACHERS

PER/srp
05/05/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
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Email: caraga@deped.gov.ph
Website: <https://caraga.danad.gov.ph/>



Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



Republika ng Pilipinas
Department of Education

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

MEMORANDUM
DM-OUHROD-2023-033

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

FROM : GLORIA JUANAMIL-MERCADO
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:

Responsible Office / Person	Task
Central Office (CO) Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)	- 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	Consolidate the list of SHA Recipients submitted by the Schools Division Offices (SDOs) and submit to BHROD-SED

	* See instructions below for the accomplishment and submission of FY 2022 Utilization Report.
Schools Division Office (SDO) Personnel Unit	• Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO. * 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
 - 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]

