



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



April 20, 2021

REGIONAL MEMORANDUM  
No. 244, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HARDSHIP  
PAY**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) for the release of allotment to cover payment of FY 2021 Special Hardship Allowance under FY 2021 GAAAO dated December 28, 2020.
2. Attached is the approved guidelines.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request for Issuance of Notice of Cash Allocation from the DBM RO XIII and disbursement of such fund shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum is hereby directed.

  
**EVELYN R. FETALVERO, PhD., CESO IV**  
Director IV  
Regional Director

Encls.: as stated  
Reference: FY 2021 GAA  
To be indicated in the Perpetual Index  
under the following subjects:

**HARDSHIP PAY  
SUB-ARO**

BUD/nap  
04/20/2021



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**SPECIAL HARDSHIP ALLOWANCE (SHA) OBLIGATION TO PUBLIC SCHOOL TEACHERS FY 2021**

| Division          | No. of Recipient Schools (For Teachers assigned in Hardship Posts and Multigrade Classes) | No. of Recipient Schools Districts and CLCs (For Mobile and ALS Teachers) | No. of Teachers Entitled to SHA | Funding Requirements for SHA | Amount as frorated based on FY 2021 GAA Allotment |
|-------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------|------------------------------|---------------------------------------------------|
| Agusan del Norte  | 83                                                                                        | 22                                                                        | 638                             | 38,856,301.50                | 8,143,000.00                                      |
| Agusan del Sur    | 960                                                                                       | 75                                                                        | 991                             | 64,815,545.00                | 13,584,000.00                                     |
| Bayugan City      | 185                                                                                       | 5                                                                         | 190                             | 8,834,490.00                 | 1,851,000.00                                      |
| Bislig City       | 28                                                                                        | 8                                                                         | 264                             | 4,869,283.66                 | 1,020,000.00                                      |
| Butuan City       | 68                                                                                        | 31                                                                        | 729                             | 44,189,844.40                | 9,261,000.00                                      |
| Cabadbaran City   | 9                                                                                         | 4                                                                         | 63                              | 2,766,850.00                 | 580,000.00                                        |
| Dinagat Island    | 92                                                                                        | 78                                                                        | 664                             | 38,934,924.00                | 8,160,000.00                                      |
| Siargao           | 81                                                                                        | 12                                                                        | 420                             | 22,810,534.00                | 4,781,000.00                                      |
| Surigao City      | 54                                                                                        | 18                                                                        | 531                             | 35,702,520.00                | 7,482,000.00                                      |
| Surigao del Norte | 92                                                                                        | 13                                                                        | 673                             | 44,294,180.00                | 9,283,000.00                                      |
| Surigao del Sur   | 198                                                                                       | 34                                                                        | 1047                            | 51,637,938.80                | 10,822,000.00                                     |
| Tandag City       | 10                                                                                        | 4                                                                         | 81                              | 4,473,681.00                 | 938,000.00                                        |
| <b>TOTAL</b>      |                                                                                           |                                                                           |                                 | <b>362,186,092.36</b>        | <b>75,905,000.00</b>                              |

**FY 2021 SHA ALLOCATION 75,905,000.00**  
factor 0.209574585

Prepared by:

  
**Sherry R. F. Iyo**

AO-V



**DEPARTMENT OF BUDGET AND MANAGEMENT  
DEPARTMENT OF EDUCATION  
Joint Circular No. \_\_\_\_\_, s. 2021  
\_\_\_\_\_ 2021**



**TO : SCHOOLS DIVISION SUPERINTENDENTS, HEADS OF  
DEPARTMENT OF EDUCATION (DEPED)-SUPERVISED  
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS, ALL  
CENTRAL AND REGIONAL OFFICIALS OF THE DEPED AND  
THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)  
AND ALL OTHERS CONCERNED**

**SUBJECT : REVISED GUIDELINES ON THE GRANT OF THE SPECIAL  
HARDSHIP ALLOWANCE**

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**1.0 Background**

- 1.1 Republic Act No. 4670, known as the Magna Carta for Public School Teachers, provides for the grant of a special hardship allowance (SHA) to teachers in areas where they are exposed to hardship, as determined by the Secretary of Education. Article III, Section 19 thereof stipulates that the qualified recipients shall be compensated SHA equivalent to at least 25% of their monthly salary.
- 1.2 Guidelines on the grant of the SHA for public school teachers were issued through the Department of Budget and Management (DBM) National Budget Circular (NBC) 514 s. 2007. The NBC provided for a scaled SHA rate for qualified SHA recipients contingent on certain conditions of the schools under the identified hardship categories.
- 1.3 Hardship post as defined in NBC 514, s. 2007 refers to areas characterized by extraordinarily hard, uncomfortable, and extreme difficulties. However, the difficulty experienced by teachers in schools has evolved over time, providing the impetus for including other important factors that affect the recruitment and retention of teachers in hard-to-reach areas.
- 1.4 To update the guidelines and ensure consistency with the provisions of the Magna Carta for Public School Teachers, as well as responsiveness to the challenges of teachers in the field, the DepEd and the DBM hereby promulgate these revised guidelines on the grant of the SHA.

**2.0 Purpose**

- 2.1 This Circular provides the revised guidelines on the grant of the SHA to public school teachers exposed to hardship, in compliance with the Magna Carta for Public School Teachers.

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### 3.0 Coverage

The following DepEd personnel are qualified to receive the Special Hardship Allowance:

- 3.1 All teachers in elementary and secondary schools located in hardship posts as determined through the Hardship Index;
- 3.2 Multi-grade teachers in pure multi-grade schools;
- 3.3 Mobile teachers, and Non-Formal Education or Alternative Learning System (ALS) coordinators concurrently handling ALS classes; and
- 3.4 School heads assigned in hardship posts or pure multi-grade schools.

### 4.0 Definition of Terms

For the purposes of this Circular, the following terms shall be defined as follows:

- 4.1 **Alternative Learning System (ALS)** – refers to a parallel learning system that is a viable alternative to the existing formal education instruction. It encompasses both the non-formal and informal sources and delivery of knowledge and skills.
- 4.2 **ALS Mobile Teacher** – refers to a specialized teacher conducting learning sessions using the alternative learning delivery mode whose duties require movement from one station to another in depressed, disadvantaged, and underserved communities.
- 4.3 **Hardship Index (HI)** – refers to any number from 0 to 1 representing the degree of hardship of a particular school combining all the variables identified as hardship factors: time and cost of transportation from school to Schools Division Office (SDO), human violence, availability of temporary learning spaces, level of poverty, and access to basic amenities (e.g. telecommunication, water, and electricity services, etc.). The closer the value of the index to 1, the higher the degree of difficulty of the school situation<sup>1</sup>.
- 4.4 **Hardship Post** – refers to a workstation (Public School/Community Learning Center) located in an area characterized by extraordinarily hard, uncomfortable, and extreme difficulties based on the hardship factors measured by the HI.
- 4.5 **Multi-Grade (MG) Teacher** – refers to a teacher handling a combined class of two or more grade levels.
- 4.6 **Pure MG School** – refers to a school that solely offers combined classes of two or more grade levels except for Kindergarten.

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<sup>1</sup> Based on the joint study of DepEd & UNICEF in 2016



- 4.7 **School Head** – refers to a person responsible for the administrative and instructional supervision of the school or cluster of schools.
- 4.8 **Special Hardship Allowance** – refers to additional compensation generally paid to teachers who are exposed to hazards and difficulties because of the nature and/or location of their work.
- 4.9 **Teacher** – refers to a person engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools; but shall not include school nurses, school physicians, school dentists, and other school employees.

## 5.0 Guidelines

- 5.1 As a means to compensate for the difficulties and hardships of qualified DepEd personnel while in hardship posts, pure multi-grade schools, and ALS areas, they shall be provided with SHA equivalent to **twenty-five percent (25%)** of their monthly basic salary.
- 5.2 The DepEd shall compute the Hardship Index (HI) every three (3) years beginning FY 2021 and shall use the latest available data in the said computation. The HI cut-off, which shall be the basis for identifying eligible school personnel in hardship posts, has a three (3) year validity. Notwithstanding, this index may be updated before the end of the validity period subject to agreement between the DepEd and the DBM.
- 5.3 School Heads and Teachers assigned in Pure MG schools and ALS teachers are automatically qualified recipients of the SHA. The computation for pure MG schools and ALS shall follow the formula for teachers in hardship posts indicated in Section 5.5.
- 5.4 The aggregate amount of the SHA to be given to qualified DepEd personnel at any given month shall not exceed twenty-five percent (25%) of their basic monthly salary. In no case shall a qualified individual receive SHA under two or more categories.
- 5.5 The SHA to be received by the qualified DepEd personnel shall be proportional to the number of working days the said personnel is present at his/her post, wherein:

$$\text{SHA} = (\text{basic salary} \times 25\%) \times \left[ \frac{(\text{number of days present in a month})}{(22 \text{ working days in a month})} \right]$$

A **sample** computation for a Teacher I (Step 1) is as follows:

$$\text{SHA} = (\text{P}23,877.00 \times 25\%) \times (19/22)$$

$$\text{SHA} = \text{P}5,155.26$$

where

P23,877.00 = teacher's basic monthly salary

25% = SHA rate

19 = number of actual days present in a month



22 = total number of working days in a month

*\* For purposes of SHA calculation, tardiness or under-time of 4 hours or more shall be considered as half-day (0.5 day).*

5.6 The implementing Rules and Regulations (IRR) of this Joint Circular shall be issued by the Department of Education, in coordination with the DBM.

#### **6.0 Funding Source**

6.1 The amount necessary for the payment of SHA shall be sourced from the identified available funds, following this order of charging:

6.1.1 Appropriations under the regional lump-sum of DepEd specifically provided for this purpose in the General Appropriations Act (GAA).

6.1.2 In case of funding deficiency, savings for the current year from the Schools Division Office (SDO), then the DepEd Regional Office (RO) concerned, and then overall agency savings.

#### **7.0 Resolution of Issues**

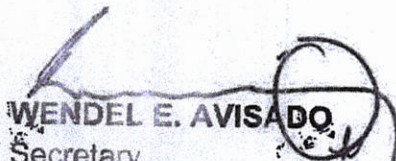
7.1 Issues pertaining to the provisions contained in this Joint Circular, and/or issues not covered by the existing provisions shall be jointly resolved by the DepEd and the DBM.

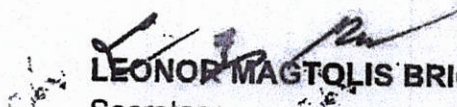
#### **8.0 Repealing Clause**

8.1 NBC 514, s.2007 and all other circulars, memoranda, rules, regulations, and other issuances inconsistent with this Joint Circular are hereby repealed or superseded accordingly.

#### **9.0 Effectivity**

9.1 This Circular shall take effect starting January 01, 2021.

  
**WENDEL E. AVISADO**  
Secretary  
Department of Budget and Management

  
**LEONOR MAGTOLIS BRIONES**  
Secretary  
Department of Education