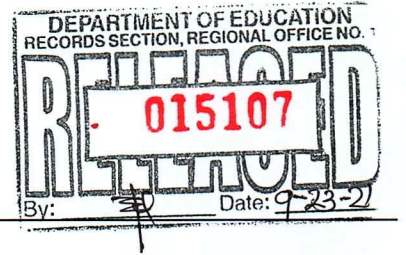




Republic of the Philippines
Department of Education
Region I



Office of the Regional Director

SEP 23 2021

REGIONAL MEMORANDUM
No. 1094, s. 2021

**SUBMISSION OF FUNDING REQUIREMENTS ON THE PROVISION OF SPECIAL
HARDSHIP ALLOWANCE (SHA) FOR FY 2021**

To: **Schools Division Superintendents
Secondary School Principals**

1. Relative to the DepEd Order No. 039, s. 2021 on the Guidelines for the Provision of Special Hardship Allowance (SHA) for Public School Teachers, please submit to this Office Finance Division the funding requirements of the identified teachers who are entitled of the said benefits.
2. The requirements shall be supported by the attached Template as basis for the release to facilitate the downloading of funds.
3. Kindly send via e-mail address fd.bs.region1@deped.gov.ph on or before September 27, 2021 the scanned copy for this Office perusal.
4. For queries on the said matter, please contact **Ms. Susan Villanueva, Finance Division at (072) 682-2324 local 116.**
5. For information, guidance and immediate compliance.


TOLENTINO G. AQUINO


Director IV

Encl.: Annex B
Reference: None
To be indicated in the Perpetual Index
Under the following subject:

ALLOWANCE

POLICY

TEACHERS

FD-BS/sav/RM_Special Hardship Allowance
September 23, 2021



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Department of Education
 SPECIAL HANDSHIP ALLOWANCE (SHA) FOR FISCAL YEAR 2021
 January to June/July to December



Annex B

Region (1)	Division (2)	District (3)	School ID (4)	School Name (5)	Name of Teacher (6)	Position Title (7)	DepEd Employee ID (8)	Salary Grade (Step) (9)	Actual Salary Rate Per Month (10)	SHA Category (Handship Post (1), Pure MG (2), AIS Coordinator/Mobile Teacher (3)) (11)	SHA Rate (% of Basic Salary) (12)	Estimated SHA Payable - 10 months (13)	Actual SHA Received - January to June / July to December (14)	Funding Source (GAA (1), RO/SDO savings (2), Overall DepEd savings (3)) (15) ** If combined funding source (e.g., GAA and SDO savings), please specify the total amount per funding source.
*Region IV-B	Palawan	Busuanga	110827	Bonging Elementary School	Jun edla Cruz	T-III	1234567	13 (1)	28,276.00	Handship Post	25%	70,690.00	70,690.00	GAA
*Region IV-B	Palawan	Busuanga	000001	Multigrade School	Pedro Alcoraz	T-I	0000123	11 (1)	23,877.00	Pure MG	25%	59,692.50	59,692.50	RO/SDO savings
*Region IV-B	Palawan	Busuanga			Nirya Cruz	T-III	2345678	12 (1)	26,652.00	AIS Coordinator/Mobile Teacher	25%	65,130.00	65,130.00	Overall DepEd savings

PREPARED BY: _____
 (Signature Over Printed Name)
 Position/Designation: _____
 Date: _____

APPROVED BY: _____
 (Signature Over Printed Name)
 Position/Designation: _____
 Date: _____