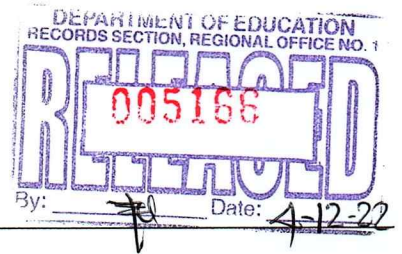




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

REGIONAL MEMORANDUM  
 No. 397s. 2022

APR 12 2022

**SUBMISSION OF FY 2021 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT**

To: **Schools Division Superintendents**

- In reference to Memorandum DM-HROD-2022-0498 from Wilfredo E. Cabral Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development dated March 28, 2022 Re: *Submission of FY 2021 Special Hardship Allowance (SHA) Utilization Report*, the Department of Education (DepEd) through Human Resource and Organizational Development, has requested the submission of Special Hardship Allowance Utilization Report for FY 2021. This report is crucial in the justification for the SHA budget allocation of the region/division and enhancement of the guidelines on SHA.
- In line with this, the Schools Division Offices (SDOs) are hereby directed to accomplish the attached template. Kindly refer to the indicated instructions to ensure completeness and accuracy of the report.
- Considering that this Office will consolidate and monitor the submission of the Division Offices, kindly submit the form (Excel Format) through the email: [aubrey.bawing@deped.gov.ph](mailto:aubrey.bawing@deped.gov.ph) on or before **April 19, 2022**.
- For information, guidance, and compliance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl. and Reference: as stated.

To be indicated in the Perpetual Index under the following subject:

SPECIAL HARDSHIP ALLOWANCE                      TEACHERS                      FORMS

AD-PS/aub/SHAReport2021  
 April 12, 2022



DepEd R01 PERS220331

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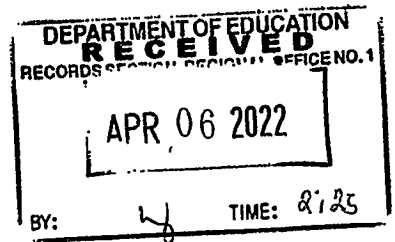


Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM  
DM-HROD-2022-0498

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

**FROM :**  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development



**SUBJECT :** Submission of FY 2021 Special Hardship Allowance (SHA)  
Utilization Report

**DATE :** 28 March 2022

With reference to the Department Order No. 05 s/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 2021 on or before April 30, 2022.

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 the 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"> <li>Disseminate the prescribed template that will be used for the submission of SHA Utilization Report; and</li> <li>Collect, clean, and consolidate the SHA Utilization Reports submitted by the Regional Offices.</li> </ul>
Regional Office (RO) 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 2021 Utilization Report.
<b>Schools Division Office (SDO) Personnel Unit</b>	<ul style="list-style-type: none"> <li>• Coordinate with SDO Finance Unit and submit the list of SHA Recipients to RO.</li> </ul> <p>* See instructions below for the accomplishment and submission of FY 2021 Utilization Report.</p>

Instructions for the accomplishment and submission of the FY 2021 SHA Utilization Report:

**Schools Division Office:**

1. Use the attached template (Annex A).
2. Avoid any alteration or modification of the template (i.e., column deletion, merging, etc.).
3. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
4. Submit to RO for consolidation.

**Regional Office:**

1. Ensure submitted reports are accurate and complete, with no duplicates and missing field entries.
2. Submit consolidated report to BHROD-SED in Excel (.xlsx) format through email address [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

Kindly be reminded that this report is crucial justification for the SHA budget allocation of the region/division and enhancement of the guidelines on SHA.

For clarifications or concerns, please contact **Christopher L. Devera** 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/Devera]

