



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

Division Memorandum
No. 279, s. 2022

SUBMISSION OF JANUARY-MARCH 2022 SPECIAL HARDSHIP ALLOWANCE

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teachers and All Others Concerned

1. This Office informs all personnel concerned of the submission of the following documents for the processing of Special Hardship Allowance (SHA) for the month of January - March 2022 (2 copies) to wit:
 - Updated Service Record CY 2022
 - Form 1 (Monthly Computation) - *see attached file for referral*
 - Form 48 (DTR) duly signed by the School Head/District Supervisor and indicate **WFH/SWF Schedule** properly
 - Form 3 (Summary of Release)
2. Submission of documents will done be per school and to be submitted to their respective Districts before transmitting to the Division Office.
3. District Offices shall submit the hard copies in one folder and must be labeled.
4. Submit the hard copy through **Records Section** and soft copy emailed to jason.fermiza@deped.gov.ph and marieteresett.tabaranza@deped.gov.ph.
5. Deadline for submission of documents is on **April 11, 2022**.
6. Please refer **DepEd Order No. 39, s. 2021** for Hardship Index of those qualified schools for hardship allowance.
7. Immediate dissemination and compliance of this memorandum is desired.

Manly
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
4/5/22

SPP/AdsP/LBY/jad
April 4, 2022



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

MONTHLY HARDSHIP ALLDWANCE

(Sample Format)

FORM NO. 1

NAME OF SCHOOL:

SCHOOL ID:

DISTRICT:

HARDSHIP INDEX SCORE: **0.43**

SHA RATE: **25%**

JANUARY - MARCH 2022

JANUARY 2022

No.	Name of Teachers	Employee No.	Position/Step ____ / ____	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMDUNT	REMARKS
1	FERMIZA, JASON ABLAY	1234567	T1 - S1	25,439.00	305,268.00	25%		15	-	
2	DELA CRUZ, JUAN NOEL BULI	7899955	HT2 - S2	35,475.00	425,700.00	25%		15	-	
3				#N/A	#N/A	25%		15	#N/A	
4				#N/A	#N/A	25%		15	#N/A	
5				#N/A	#N/A	25%		15	#N/A	
TOTAL									#N/A	

FEBRUARY 2022

No.	Name of Teachers	Employee No.	Position/Step ____ / ____	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	1234567	T1 - S1	25,439.00	305,268.00	25%		18	-	
2	DELA CRUZ, JUAN NOEL BULI	7899955	HT2 - S2	35,475.00	425,700.00	25%		18	-	
3				#N/A	#N/A	25%		18	#N/A	
4				#N/A	#N/A	25%		18	#N/A	
5				#N/A	#N/A	25%		18	#N/A	
TOTAL									#N/A	

MARCH 2022

No.	Name of Teachers	Employee No.	Position/Step ____ / ____	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	1234567	T1 - S1	25,439.00	305,268.00	25%		23	-	
2	DELA CRUZ, JUAN NOEL BULI	7899955	HT2 - S2	35,475.00	425,700.00	25%		23	-	
3				#N/A	#N/A	25%		23	#N/A	
4				#N/A	#N/A	25%		23	#N/A	
5				#N/A	#N/A	25%		23	#N/A	
TOTAL									#N/A	

GRAND TOTAL

#N/A