



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

Office of the Schools Division  
Superintendent

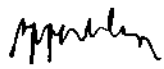
45 JUL 2022

Division Memorandum  
No. 524, s. 2022

**SUBMISSION OF APRIL-JUNE 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 April-June 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 **July 08, 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.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
7/05/22

SPP/AdSP/LBY/jad  
July 04, 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 ALLOWANCE***(Sample Format)***FORM NO. 1****NAME OF SCHOOL:****SCHOOL ID:****DISTRICT:****HARDSHIP INDEX SCORE: 0.43****SHA RATE: 25%****APRIL - MAY 2022****APRIL 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%		19	-	
2	DELA CRUZ, JUAN NOEL BULI	7899955	HT2 - S2	35,475.00	425,700.00	25%		19	-	
3				#N/A	#N/A	25%		19	#N/A	
4				#N/A	#N/A	25%		19	#N/A	
5				#N/A	#N/A	25%		19	#N/A	
								<b>TOTAL</b>	<b>#N/A</b>	

**MAY 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%		12	-	
2	DELA CRUZ, JUAN NOEL BULI	7899955	HT2 - S2	35,475.00	425,700.00	25%		12	-	
3				#N/A	#N/A	25%		12	#N/A	
4				#N/A	#N/A	25%		12	#N/A	
5				#N/A	#N/A	25%		12	#N/A	
								<b>TOTAL</b>	<b>#N/A</b>	

**JUNE 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	
								<b>TOTAL</b>	<b>#N/A</b>	

**GRAND TOTAL****#N/A**