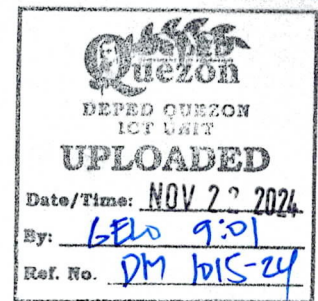




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 November 2024

DIVISION MEMORANDUM

DM No. 1015, s. 2024

**SUBMISSION OF PERTINENT PAPER FOR SPECIAL HARDSHIP ALLOWANCE (SHA)
FOR THE 3rd and 4th QUARTER OF CY 2024**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School SHA Coordinators
All Others Concerned

1. In reference to DepEd Memorandum No. 045, s. 2024 entitled “**Adoption of Deped Order No. 17, s. 2023 as Guidelines for the Provision of Special Hardship Allowance for Public School Teachers**”, this Office advises all concerned to submit pertinent papers relative to the grant of Special Hardship Allowance for the month of July to September (3rd Quarter) and October to December (4th Quarter) CY 2024.
2. The supporting documents to be submitted are as follows:
 - a. Special Hardship Allowance Payroll
 - b. Daily Time Record (for 3rd and 4th Quarter CY 2024)
3. All transferees will be included in the payroll of both schools (previous and current station) according to the number of days present (attendance), respectively.
4. All Multi-grade Teaching Personnel are advised to submit pertinent papers and consolidated payroll to Mr. Walter F. Galarosa (Education Program Supervisor) while Mobile and Non-Formal Education or ALS will be submitted to Ma'am Asuncion C. Ila

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

(Education Program Supervisor) and Ma'am Laarni Rose Gutierrez (Education Program Specialist II).

5. Payroll shall be made in soft and hard copies and be forwarded to Sub-Offices starting **November 27 to November 29, 2024.**
6. Personnel In-charge in various Sub-Offices will forward the validated documents to the Division Office (Soft copies and Hard copies to Personnel Section).
7. Please be reminded also that the LBP Account Numbers reflected in the payrolls and vouchers **must be correct and active to avoid invalid and rejected accounts.**
8. Please see the attached Enclosure to DepEd Memorandum No. 045, s. 2024 for reference.
9. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perswog11/21/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph