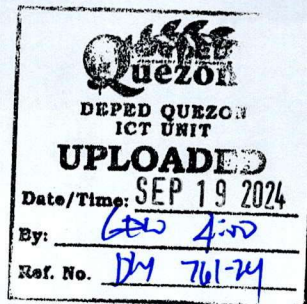




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 September 2024

DIVISION MEMORANDUM

DM No. 761, s. 2024

**SUBMISSION OF PERTINENT PAPER FOR SPECIAL HARDSHIP ALLOWANCE (SHA)
FOR THE 1st AND 2nd 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 titled “**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 January-March (1st Quarter) and April-June (2nd Quarter) CY 2024.
2. The supporting documents to be submitted are as follows:
 - a. Special Hardship Allowance Payroll
 - b. Daily Time Record (for 1st and 2nd 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. Ilao

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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(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 September 19, 2024 to September 23, 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 see the attached Enclosure to DepEd Memorandum No. 045, s. 2024 for reference.
8. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Persjcr09/19/2024

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Department of Education

DepEd MEMORANDUM
No. **045**, s. 2024

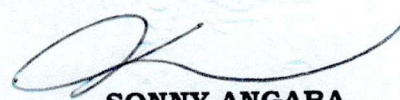
AUG 12 2024

**ADOPTION OF DEPED ORDER NO. 017, s. 2023 AS GUIDELINES
FOR THE PROVISION OF SPECIAL HARDSHIP ALLOWANCE
FOR PUBLIC SCHOOL TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Department of Budget and Management (DBM) and Department of Education (DepEd) Joint Circular No. 1, s. 2021 titled Revised Guidelines on the Grant of Special Hardship Allowance (SHA), DepEd issued DepEd Order (DO) No. 039, s. 2021 titled Guidelines on the Provision of Special Hardship Allowance for Public School Teachers which established the use of the Hardship Index (HI) for schools to identify hardship posts.
2. By virtue of providing additional support for teachers, DO 017, s. 2023 or the Amendment to DepEd 039, s. 2021 was issued to lower the HI cut-off **from 0.37 to 0.33**, allowing an increase in the number of teachers eligible to receive the SHA.
3. Awaiting the development of new guidelines for SHA, the Department issues this DepEd Memorandum, **adopting DO 017, s. 2023 as the prevailing guidelines for SHA implementation for Fiscal Year (FY) 2024 and FYs thereafter, or until the issuance of a new policy on the matter.**
4. All other provisions in DO 039, s. 2021 not affected by DO 017, s. 2023 shall remain in effect.
5. For more information, please contact the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph or at telephone number (02) 8633-5397.
6. Immediate dissemination of this Memorandum is desired.




SONNY ANGARA
Secretary

References:

DepEd Order (Nos. 017, s. 2023 and 039, s. 2021)

**To be indicated in the Perpetual Index
under the following subjects:**

**ALLOWANCE
BENEFITS
BUREAUS AND OFFICES
CHANGE
FUNDS
RULES AND REGULATIONS
SCHOOLS
TEACHERS**

**MCDK, APA, MPC, F DM Amendment to DO 017, s. 2023
0253 - July 8, 2024**