April 2, 2020

**Division Memorandum**

**No. 159, s. 2020**

TO : Public Schools District Supervisors, Coordinating Principals, Central School Principals, Secondary School Principal, School-In-Charge, Teacher-In-Charge & Other Concerned

SUBJECT: **Documentary Requirements for Special Hardship Allowance (SHA) for SY 2019-2020**

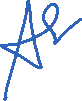
1. This office has recently received the allotment for the Special Hardship Allowance SY 2019-2020 from DepEd Regional Office 7. The cash allocation for this allowance is programmed for released on May 2020.
2. The guidelines stipulated in DBM Budget Circular No. 514 series December 5, 2007 shall be followed in the release of Special Hardship Allowance for qualified personnel.
3. Below are some terms that are relevant in determining if your teachers are qualified to receive SHA:
4. Special Hardship Allowance refers to the allowance granted to qualified teachers **(either resident or transient having regular or temporary appointment)** under the following situation:
5. *Being assigned to a hardship post*;
6. Performing multi-grade teaching;
7. Carrying out mobile teaching functions; or
8. Performing functions of non-formal education (now Alternative Learning System) coordinators.
9. **Hardship Post** – refers to public schools or community learning centers located in areas characterized by extraordinarily hard, uncomfortable and extreme difficulties in any of the following conditions:

* *Transport Accessibility* – accessible only by hiking, animal ride, banca ride or other unusual/irregular means of transportation, partly or wholly from the nearest point of available regular motorized land/water transport (minimum distance of 5km.).
* *Difficulty of Situation*
* Place declared calamitous by the President based on National Disaster Coordinating Council (NDCC) recommendation;
* Involves hazards to life, including exposures to armed conflict, to be determined by the Schools Division Superintendent (SDS);
* Inconvenience of travel due to dangerous terrain, isolation and extreme weather condition to be determined by the SDS.

1. In consonance with the intention of Section 19 of RA No. 4670 (Magna Carta for Public School Teachers), priority in the payment of SHA shall be given to classroom teachers in elementary and secondary levels and to school heads/administrators exposed to hardship or extreme difficulty in a place of work as defined above (underscoring supplied). After item 4.1 above has been complied with, only then can teachers, whether regular or temporary appointments, handling multi-grade classes, mobile teachers, or ALS coordinators will be entitled to SHA.
2. Below is the supporting document for the payment of SHA:
3. **Special Hardship Allowance (SHA) Form (see new template**) – 2 copies
   1. Hardship Post Area
   2. Multigrade Teachers
   3. ALS Teachers

Said form is downloadable through our division’s website <http://depedbohol.org/v2/> (Resources-Finance-Forms).

1. Kindly submit the SHA request **per school for HPA and MGT** and **per district for ALS** to the Division Payroll Services Unit on or before April 24, 2020.
2. In the event that the Extended Community Quarantine shall still take effect within the compliance period of the documents, kindly email the scanned copy *(preferably pdf form)* of the SHA Form with signature of the school and district signatories on the same deadline to the following email addresses:
   1. CD 1 – [hasmin.coloscos@deped.gov.ph](mailto:hasmin.coloscos@deped.gov.ph)
   2. CD 2 – [ellainerose.botero@deped.gov.ph](mailto:ellainerose.botero@deped.gov.ph)
   3. CD 3 – [nova.caballo@deped.gov.ph](mailto:nova.caballo@deped.gov.ph)
3. For guidance and strict compliance.



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*Schools Division Superintendent*

