

Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

August 14, 2023

DIVISION MEMORANDUM
No. 0371, s. 2023

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROVISION OF SPECIAL HARDSHIP ALLOWANCE FOR PUBLIC SCHOOL TEACHERS FOR FY 2023

TO : Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors/PSDS-OIC
Public Elementary and Secondary Schools Heads
All Others Concerned

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1. The provision of Special Hardship Allowance (SHA) to public school teachers “*exposed to hardship such as difficulty in commuting to the place of work or other hazards peculiar to the place of employment, as determined by the Secretary,*” is outlined in DepEd Order No. 039, s. 2021 as amended by DepEd Order No. 17, s. 2023. The following teachers are qualified to receive SHA equivalent to at least twenty-five percent of their monthly salary:
 - a. ***School heads and teachers assigned in hardship posts as determined through the hardship index (Refer to Revised Annex A of DepEd Order 17, s. 2023 attached in Division Memorandum 0346 s. 2023 for the list of schools);***
 - b. ***School Heads and Multigrade Teachers assigned in pure multigrade schools (identified by SDO-CID);***
 - c. ***Mobile Teachers and District ALS coordinators concurrently handling ALS classes***
 2. The computation of SHA is based on the number of days a qualified teacher **report physically to school**. See Annex A for the SHA calculation.
 3. To facilitate the release of this additional compensation, all eligible teachers and school heads are required to submit the following documentary requirements:
 - a. ***Two Certified True Photocopy of the Original Daily Time Record (DTR) certified by the Public Schools District Supervisor;***
 - b. ***Two Certified True Photocopy of Monthly Accomplishment Report; and***
 - c. ***Two Copies of Certification issued by the PSDS on the actual days that a school head physically reports to his/her cluster school that is a Hardship Post Area or Pure Multigrade School (for school heads only)***

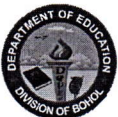


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4. Submission of documents shall be consolidated per month and must be submitted by district. Individual claim is discouraged. A sample format for the Summary of Personnel Entitled to Receive SHA shall be attached on all claims (see Annex B).
5. The Division Payroll Services Unit now accepts SHA claims for the months of January to July 2023. The deadline for submission is on August 18, 2023. For the succeeding months (August to November), the claims shall be submitted on or before the 10th day of the following month. SHA claims for the month of December shall be submitted on or before December 20, 2023
6. For information, guidance, and compliance.


EVANGEL M. LUMINARIAS, PhD, CESO V
Schools Division Superintendent 



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Under DO 39, s.2021

COMPUTATION OF SHA

$$\text{SHA} = \frac{\text{Teacher's Monthly Basic Salary}}{\text{No. of Days Present in a Month}} \times \text{SHA Rate (Fixed at 25\%)} \times 22 \text{ Working Days in a Month}$$

All eligible personnel shall receive the SHA equivalent to **25% of their monthly basic salary**

For purposes of SHA calculation, **tardiness or under-time of 4 hours or more** shall be considered as **half-day (0.5 day)**.



