



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

Office of the Schools Division
Superintendent

Division Memorandum
No. 02, s. 2023

4 JAN 2023

SUBMISSION OF DECEMBER 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 December 2022 (2 copies) to wit:
 - Updated Service Record CY 2022
 - Form 1 (Monthly Computation)
 - Form 48 (DTR) duly signed by the School Head/District Supervisor and indicate **SCHOOL BASED/DISTRICT BASED** properly
 - Form 3 (Summary of Release)
2. Submission of documents will be done 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 to the **Records Section** and email the soft copy to **jason.fermiza@deped.gov.ph** and **rj.alquerro@deped.gov.ph**.
5. Deadline for submission of documents is on **January 09, 2023**.
6. Please refer to **DepEd Order No. 39, s. 2021** for Hardship Index of those qualified schools to receive hardship allowance.
7. Immediate dissemination and compliance of this memorandum is desired.

By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD JD
OIC - Assistant Schools Division Superintendent
Office-In-Charge

SPP/AdsP/LBY/jad
January 03, 2023



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