



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

Office of the Schools Division
Superintendent

24 JUL 2023

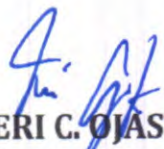
Division Memorandum

No. 521, s. 2023

SUBMISSION OF JANUARY-JUNE 2023 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 (1 copy each) for the processing of Special Hardship Allowance (SHA) for the month of January-June 2023 to wit:
 - Updated Service Record CY 2023
 - Form 1 (Monthly Computation)
(Please see enclosure for sample computation)
 - Form 48 (DTR) duly signed by the School Head/District Supervisor
 - 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**.
5. Deadline for submission of documents is on **July 27, 2023**.
6. Please refer to **DepEd Order No. 39, s. 2021** and **DepEd Order No. 17, s. 2023** for Hardship Index of those qualified schools to receive hardship allowance.
7. Immediate dissemination and compliance of this memorandum is desired.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

SPP/AdsP/LBY/jad
July 21, 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

MONTHLY HARDSHIP ALLOWANCE

(Sample Format)

FORM NO. 1

NAME OF SCHOOL:

SCHOOL ID:

DISTRICT:

HARDSHIP INDEX SCORE:

SHA RATE: 0%

JANUARY - JUNE 2023

January 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S2	1234567	11	27,284.00	327,408.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	

February 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S1	1234567	11	27,000.00	324,000.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	

March 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S2	1234567	11	27,284.00	327,408.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	

MONTHLY HARDSHIP ALLOWANCE

(Sample Format)

FORM NO. 1

NAME OF SCHOOL:

SCHOOL ID:

DISTRICT:

HARDSHIP INDEX SCORE:

SHA RATE: 0%

JANUARY - JUNE 2023

April 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S2	1234567	11	27,284.00	327,408.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	

May 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S2	1234567	11	27,284.00	327,408.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	

June 2023

No.	Name of Teachers	Position/Step ____/____	Employee No.	Salary Grade	Actual Basic Salary	Annual Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	Teacher I - S2	1234567	11	27,284.00	327,408.00	0%			#DIV/0!	
2	ALQUERRO, RHUBERT JOY DE JESUS	Head Teacher I - S1	7899955	14	33,843.00	406,116.00	0%			#DIV/0!	
3					#N/A	#N/A	0%			#N/A	
4					#N/A	#N/A	0%			#N/A	
5					#N/A	#N/A	0%			#N/A	
									TOTAL	#DIV/0!	