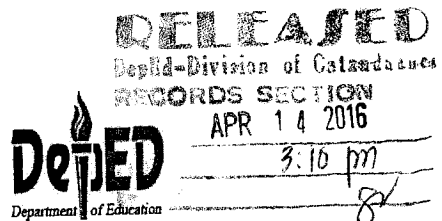





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac



To: : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary & Elementary School Heads

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

SUBJECT: 2016 REVISED FORMS FOR SPECIAL HARDSHIP ALLOWANCE

DATE : April 14, 2016

Pursuant to National Budget Circular 514 s, 2007, this office releases the following revised forms for Special Hardship Allowance.

1. SHA Form 1 – Classroom Teachers/School Heads Assigned in Hardship Post (Transport Inaccessibility)
2. SHA Form 2 - Classroom Teachers/School Heads Assigned in Hardship Post (Difficulty of Situation)
3. SHA Form 3 – Multigrade Teachers
4. SHA Form 4-1- Mobile Teachers
5. SHA Form 4-2 – Alternative Learning Coordinators (ALS)
6. SHA Form 4-3 – ABOT Alam Teachers

It is stated in paragraph 3.2 of NBC 514 s. of 2007 that “ *hardship post (HP) refers to public schools of community learning centers located in areas characterized by **extraordinary hard, uncomfortable and extreme** difficulties due to transport inaccessibility and difficulty of situation.* Hence, schools not covered by this are not entitled to receive Special Hardship Allowance.

A certification from the Registry of Deeds/ Planning or Engineering Office of Municipalities as to the distance must be attached to SHA Form 1 and 2. All forms must be signed first by the Education Supervisor assigned to the district and it is still subject to the approval of the Schools Division Superintendent.

It is also advised that these forms must be submitted monthly to the Personnel Section.

For your information, guidance and wide dissemination.

