Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES
San Roque, Virac, Catanduanes

RELEASED
DepEd, Division of Catanduanes
RECORDS SECTION
Date JAN 16 2020
Time: 3:29 pm
Initial/Signature:

MEMORANDUM
OSDS-Per-UM-01-16-20

TO: CID Chief, Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads

Date: January 16, 2020

FROM : **DANILO E. DESPI**
Schools Division Superintendent

SUBJECT: **SPECIAL HARDSHIP ALLOWANCE (SHA) Revised 2020**

Please find the following SHA Form: (Revised 2020).

1. FORM 1 – Transport Inaccessibility
2. FORM 2 – Difficulty of Situation
3. FORM 3 – Multigrade Teachers
4. FORM 4 – Mobile Teachers
5. FORM 5 – Alternative Learning Coordinators (ALS)

For the List of Schools entitled to SHA- Transport Inaccessibility and Difficulty of Situation, please find attachment to Unnumbered Division Memorandum dated January 22, 2018.

Likewise, per paragrapgh 3.2.2 of NBC 514 s, 2007, and as approved by the Schools Division Superintendent ***Cagraray ES Annex*** , Bato East District is considered as ***Hardship Post – Difficulty of Situation***, thus, teachers and school head are entitled to receive such allowance provided, complete documents are submitted. Incomplete documents shall not be accepted. Submission is every first week of the following month to the In-Charge of SHA in the personnel section.

The process flow for submission will be, School Head forward the complete *required documents to the District Office*, the PSDS submits documents of all schools in the district to the In-Charge of SHA in Personnel Section, then *the SHA In-charge will forward the documents for approval of the SDS*, finally, the SDS staff returns the signed forms to the In-Charge at Personnel Section.

Individual submission of SHA documents **shall not be** accepted in the Personnel Section. Transmittal with the list of schools signed by the District Supervisor must be attached to the accomplished SHA documents.

Please be guided accordingly.

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

SHAFORM 1 (Revised 2020)

Classroom Teachers/ School Heads Assigned in Hardship Post
(TRANSPORT INACCESSIBILITY)
For the month of _____ 2020

SCHOOL : _____
DISTRICT: _____

Name	Position	School Assigned	Residence		Available Regular Land Transport			Means of Transportation						Inclusive dates	
								Hiking			Banca Ride				
			PERM	TEMPORARY	From	To	Distance in km.	From	To	Distance in km.	From	To	Distance in km.	From	To

Note : Certification as to the distance from Registry of Deeds/ Planning or Engineering Office of Municipalities must be attached to this form.

Prepared by:

_____
School Head

Recommending Approval:

_____
Public Schools District Supervisor/ OIC

APPROVED:

DANILO E. DESPI
Schools Division Superintendent

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SHA FORM 2(revised 2020

Classroom Teachers/ School Heads Assigned in Hardship Post
(DIFFICULTY OF SITUATION)
For the month of _____ 2020

DISTRICT : _____

Name	School Assigned	POSITON	BASIC SALARY	Place declared Calamitous by the Coordinating Council (NDCC)	Involves Hazards to life including exposures to armed conflict	Inconvenience of Travel due to dangerous terrain, isolation and extreme weather condition	Inclusive dates	
							From	To

Note: Please check which hardship does the school falls.

Prepared by:

_____
School Head

Recommending Approval:

_____
Public Schools District Supervisor

APPROVED:

DANILO E. DESPI
Schools Division Superintendent

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SHA FORM 3 (2020 revised)

MULTIGRADE TEACHERS
For the month of _____ 2020

DISTRICT: _____

Name	Position	School Assigned	Status (regular or substitute)	Grades Handled	Inclusive dates of Service		Remarks
					from	to	

Note: copy of SPF Form 4 (SF4) Daily Attendace Report of Learners of the school must be attached to this form monthly

Prepared by:

_____
School Head

Recommending Approval:

_____
Public Schools District Suervisor/ OIC

APPROVED:

DANILO E. DESPI
Schools Division Superintendent

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\SHA FORM 4 (REVISED 2020)

SHA FOR MOBILE/ TEACHERS
For the month of _____ 2020

DISTRICT: _____

Name	Position	School/ District Assigned	Learning Group	Inclusive dates		Remarks
				From	To	

Certified Correct:

_____
Education Program Specialist

Recommending Approval:

_____
CHIEF , CID

APPROVED:

DANILO E. DESPI
Schools Division Superintendent

Republic of the Philippines
Department of Education
Region V (Bicol)
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SHA FORM 5 (Revised 2020)

SHA for Alternative Learning Coordinators (ALS)
For the month of _____ 2020

DISTRICT: _____

Name	Position	School/ District Assigned	Learning Group	Inclusive dates		Remarks
				From	To	

Certified Correct:

_____
Education Program Specialist

Recommending Approval:

_____
CHIEF , CID

APPROVED:

DANILO E. DESPI
Schools Division Superintendent