



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
Virac, Catanduanes

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**MEMORANDUM**

**TO :** Chief CID  
Education Program Supervisor (In-Charge of Multigrade)  
Public Schools District Supervisors  
Elementary School Heads with Multigrade Classes)

**FROM :** *Socorro V. Dela Rosa*  
**SOCORRO V. DELA ROSA, CESOVI**  
Schools Division Superintendent

**SUBJECT :** Submission of the required documents for Special Hardship Allowance (SHA)- CY 2018

**DATE :** August 6, 2018

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION  
Date AUG 07 2018

Time: 8:23 A.M.

Initial/Signature: [Signature]

1. The Multigrade Program in Philippine Education (MPPE) is one of the viable mechanisms for increasing access to quality elementary education. It is, therefore, a policy of the Department of Education that this program be continued.
2. To enhance its implementation, there is an need to improve the process of submitting the required documents for Special Hardship Allowance (SHA)- CY 2018 of multigrade teachers.
3. In doing such, each district has assigned thru their respective PSDS a District Multigrade Coordinators (please see Enclosure) who will be responsible in collecting and submitting the monthly SHA Reports of all MG Schools per district with the following attachments:
  - a. Transmittal
  - b. Special Hardship Allowance –SHA Form 3 (Revised 2018)
  - c. School Form 4- Daily Learners Attendance
  - d. Form 48
4. The required documents must be submitted c/o Dr. Gina L. Custodio, EPS- In- Charge for Multigrade Education Program on or before first week of the preceding month.
5. For information, guidance and compliance.

Enclosure to Unnumbered Memorandum dated Aug. 6, 2018

**DISTRICT MULTIGRADE COORDINATORS**

District	Name of School Head	School
1. Bagamanoc North	Rebecca Villacorta	Hinipaan Primary School
2. Bagamanoc South	Lolita De la Rosa	Guigaray ES
3. Baras North	Jovel Tendencia	Macutal/ Caragumihan Clusters
4. Baras South		
5. Bato East	Myla Cordial	Buenavista/Bagumbayan ES
6. Bato West	Alan Tesorero	Oguis/ Sipi ES
7. Caramoran North		
8. Caramoran South		
9. Gigmoto	Wilson Oline	Dominador ES
10. Pandan East	Arnulfo Bernardo	Baldoc ES
11. Pandan West	Ma. Celia Evangelista	Pandan Central/ Sta Cruz ES
12. Panganiban	Beatriz Arisapa	Maculiw/ Babagwan ES
13. San Andres East	Wenceslao Zafe	Bon-ot ES
14. San Andres West	Manuel Tablizo	Barihay/ Hilawan Clusters
15. San Miguel North	Ronaldo Rodulfo	Siay ES
16. San Miguel South	Virginia Tejerero	Katipunan/ Pangilao
17. Viga East	Danilo Valderama	Begonia/ Quirino
18. Viga West	Shyrl Valderama	Ananong ES
19. Virac North	Walter Marinas	Dugui San Isidro
20. Virac South	Sheila Sapanta	Calampong ES



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SHA Form 3 (Revised 2018)

### MULTIGRADE TEACHERS

For the Month of \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Name	Position	School Assigned	STATUS (Reg/Perm Or Substitute)	Grades Handled		Inclusive Dates of Service		REMARKS
				From	To	From	To	

Note: Pls. attached Monthly School Form 4 (SF-4) or Daily Attendance Report of Learners to this SHA Form 3.

Prepared by: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved: \_\_\_\_\_

School Head \_\_\_\_\_

Public Schools District Supervisor \_\_\_\_\_

**GINA L. CUSTODIO, Ed. D**  
 Education Program Supervisor  
 In-charge of Multigrade

**SOCORRO V. DELA ROSA, CESO VI**  
 Schools Division Superintendent