



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-PER-UM-05-19-23/mb1

TO : **Public Schools District Supervisors
Concerned School Heads
Administrative Officers (Elementary)
All Other Concerned**

FROM : By Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **CALL FOR SUBMISSION OF DAILY TIME RECORD
(DTR) FOR SPECIAL HARDSHIP ALLOWANCE (SHA)**

DATE : 19 May 2023

1. This office calls for the submission of the DTRs and other pertinent SHA documents for the month of March and April 2023 to be submitted in your respective districts.
2. Administrative Officers in the district are advised to facilitate the submission and submit the SHA payroll **on or before May 26, 2023.**
3. For guidance and strict compliance.

MBL/Submission of DTRs for SHA
041/ May 19, 2023



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