




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



MEMORANDUM TO:
OSDS-PER-UM-08-25-22/mb1

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
CONCERNED SCHOOL HEADS**

FROM : 
SUSAN S. COLLANO
Schools Division Superintendent

SUBJECT: **SUBMISSION OF DAILY TIME RECORD (DTR) FOR SPECIAL HARDSHIP
ALLOWANCE (SHA) S.Y. 2022-2023**

DATE : August 25, 2022

1. In relation to the grant of Special Hardship Allowance (SHA) for the S.Y. 2022-2023 pursuant to DepEd Order No. 39, s. 2021, all eligible teachers in hardship post, pure multi-grade schools, mobile teachers, and Alternative Learning System (ALS) Coordinators concurrently handling ALS classes and school heads assigned in hardship post or pure multi-grade schools are hereby directed to submit the pertinent SHA documents to your respective districts every **2nd day of the month.**
2. Relative thereto, please submit the following:
 1. 2 copies of DTR
 2. 1 copy of SHA Form 3
 3. 1 copy of School Form 4 (SF4)- Monthly Learner's Movement and Attendance
 4. Photocopy of Logbook
 5. Photocopy of Certificate of Appearance/Locator Slip/Travel Order
3. For guidance and compliance.

