



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

**UNNUMBERED MEMORANDUM**  
OSDS-PER-UM-09-03-2024/MBL

**TO :** Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
Elementary School Heads/TICs  
Tinago National High School  
Administrative Officers  
All Others Concerned

**FROM :** *[Signature]*  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF SPECIAL HARDSHIP ALLOWANCE (SHA)  
PAYROLL FOR FY 2024**

**DATE :** 03 September 2024

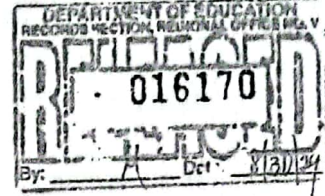
1. Attached is a copy of the Regional Memorandum No. 00972, s. 2024 dated August 28, 2024 regarding the processing of the Special Hardship Allowance (SHA) for FY 2024.
2. Relative thereto, the Administrative Officers assigned in elementary are directed to prepare the payroll for Special Hardship Allowance to eligible teachers for FY 2024 in accordance with Department Memorandum No. 045 s. 2024 dated August 12, 2024, which adopts DepEd Order No. 17, s. 2023 as guidelines for this allowance and submit the payroll to the Personnel Section **not later than September 11, 2024 (Wednesday)**.
3. Immediate dissemination of and strict compliance with this memorandum is desired.



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph  
www.depedcatanduanes.gov.ph  
DepEd Taya - Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



28 Aug 2024

REGIONAL MEMORANDUM  
 No. 00972, s. 2024

DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-1622  
*Advisory on the Processing of the Payment of the Special Hardship Allowance (SHA) for Fiscal Year (FY) 2024 with Reference to the Department Memorandum No. 045, s. 2024 Titled Adoption of DepEd Order No. 017, s. 2023 as Guidelines for the Provision of Special Hardship Allowance for Public School Teachers*

To : Assistant Regional Director  
 Schools Division Superintendents  
 Chief Administrative Officer of the Finance Division, this office  
 All Others Concerned

1. Attached is a copy of the Memorandum DM-OUHROD-2024-1622 dated August 21, 2024, from Mr. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, and Ms. Annalyn M. Sevilla, Undersecretary for Finance, regarding the processing of the Special Hardship Allowance (SHA) for Fiscal Year (FY) 2024.
2. In this regard, the Regional and Schools Division Offices are instructed to process payments of the Special Hardship Allowance (SHA) to eligible teachers for FY 2024, in accordance with Department Memorandum No. 045, s. 2024 dated August 12, 2024, which adopts DepEd Order No. 017, s. 2023, as guidelines for this allowance.
3. Further instructions related to this matter are included in the said memorandum.
4. For information, guidance, and strict compliance.

  
**GILBERT A. SADSAD**  
 Regional Director

Encl.: As stated.  
 To be indicated in the Perpetual Index  
 under the following subjects:

ALLOWANCE                      BENEFIT                      TEACHING

AD/PS-matb  
 08/28/2024

## DEPED V BICOL REGION

**From:** Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>  
**Sent:** Monday, August 26, 2024 10:18 AM  
**To:** DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Tolentino Aquino; Benjamin Paragas; May Eclar; Alberto Escobarte; Nicolas Capulong; Gilbert Sadsad; Ramir Uytico; Salustiano Jimenez; Evelyn Fetalvera; Ruth Fuentes; Arturo Bayocot; Allan Farnazo; Carlito Rocafort; Asuncion Maria Ines; Estela Carino; Jocelyn Andaya  
**Cc:** Joergette Razielle Regadio; Office of the USec for Human Resource & Organizational Dev (OUHROD); Bureau of Human Resources and Organizational Development Office of the Director; Sharon Ayala; Sonia Sobremisana; Andrea Lim; Rachel Malate; BHRD School Effectiveness Division; Dexter Pante; Manah Efondo; Melanie Villareal; Ina Marie Claire Mallari; Noverose Dadole; Christopher Devera; Adnan Conti; Ralph Louis Quejada; Leona Victoria Teves; Mario Bermudez; Resty Osias; Rizza Buzza; Kleene Carnaje; Annalyn Sevilla; Wilfredo Cabral; Francis Raymund Mignino; Lailani Coronel; Undersecretary for Finance - Budget and Performance Monitoring; Flyssa Marie Chan; Reelyn Acanto; Ma. Ann Dominique Botardo  
**Subject:** [DM-OUHROD-2024-1622] ADVISORY ON THE PROCESSING OF THE PAYMENT OF THE SPECIAL HARDSHIP ALLOWANCE (SHA) FOR FISCAL YEAR (FY) 2024 WITH REFERENCE TO THE DEPARTMENT MEMORANDUM NO. 045, S. 2024 TITLED ADOPTION OF DEPED ORDER NO. 017, S. 2023 AS GUIDELINES.  
**Attachments:** DM-OUHROD-2024-1622 ADVISORY ON THE PROCESSING OF THE PAYMENT OF THE SPECIAL HARDSHIP ALLOWANCE (SHA) FOR FISCAL YEAR (FY) 2024 WITH REFERENCE TO THE DEPARTMENT MEMORANDUM NO. 045, S. 2024.pdf

Dear *Regional Directors and Schools Division Superintendents,*

The **Regional and Schools Division Offices (ROs and SDOs)** are hereby directed to process the payment of **Special Hardship Allowance (SHA)** to eligible teachers for Fiscal Year (FY) 2024 with reference to the Department Memorandum No. 045, s. 2024 titled the *Adoption of DepEd Order No. 017, s. 2023 as Guidelines for the Provision of Special Hardship Allowance for Public School Teachers* issued on 12 August 2024.

The official list of hardship posts for FY 2024 is provided as revised **Annex A in DepEd Order (DO) No. 017, s. 2023** titled *Amendment to DepEd Order No. 039, s. 2021 (Guidelines on the Provision of Special Hardship Allowance for Public School Teachers)*.

Further, this is to reiterate the eligibility criteria for SHA as articulated in Section 3.0 of the DBM-DepEd Joint Circular No. 1, s. 2021 titled *Revised Guidelines on the Grant of Special Hardship Allowance* and Section 5.1 of DO 039, s. 2021, the following DepEd personnel are qualified to receive the SHA:

1. **All teachers** in elementary and secondary schools located in **hardship posts**, as determined by the hardship index (HI);
2. **Multi-grade teachers** in pure multi-grade schools;
3. **Mobile teachers and Alternative Learning System (ALS) coordinators** concurrently handling ALS classes; and

**4. School heads assigned in hardship posts or pure multi-grade schools.**

Should you have concerns or clarifications, please contact the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) through email at [bhrod\\_sed@deped.gov.ph](mailto:bhrod_sed@deped.gov.ph) copy furnish [support\\_sha@deped.gov.ph](mailto:support_sha@deped.gov.ph).

For immediate and appropriate action.



Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)  
Tel. No.: (02)8633-7206 | Telefax No.: (02)8631-8494  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Ave., Pasig City 1600  
[www.deped.gov.ph](http://www.deped.gov.ph)

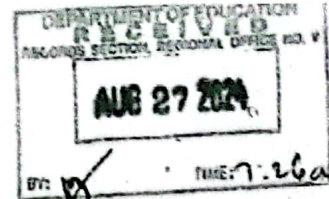
Please help us in improving our service by answering our survey  
form: <https://forms.office.com/r/D55cSwG5sQ>



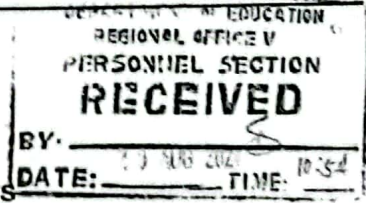
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM  
DM-OUHROD-2024-1622



TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**  
*Regional Director*  
*Office in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

*[Signature]*  
**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

SUBJECT : ADVISORY ON THE PROCESSING OF THE PAYMENT OF THE SPECIAL HARDSHIP ALLOWANCE (SHA) FOR FISCAL YEAR (FY) 2024 WITH REFERENCE TO THE DEPARTMENT MEMORANDUM NO. 045, S. 2024 TITLED ADOPTION OF DEPED ORDER NO. 017, S. 2023 AS GUIDELINES FOR THE PROVISION OF SPECIAL HARDSHIP ALLOWANCE FOR PUBLIC SCHOOL TEACHERS

DATE : 21 August 2024

The Regional and Schools Division Offices (ROs and SDOs) are hereby directed to process the payment of Special Hardship Allowance (SHA) to eligible teachers for Fiscal Year (FY) 2024 with reference to the Department Memorandum No. 045, s. 2024 titled the Adoption of DepEd Order No. 017, s. 2023 as Guidelines for the Provision of Special Hardship Allowance for Public School Teachers issued on 12 August 2024.

The official list of hardship posts for FY 2024 is provided as revised Annex A in DepEd Order (DO) No. 017, s. 2023 titled Amendment to DepEd Order No. 039, s. 2021 (Guidelines on the Provision of Special Hardship Allowance for Public School Teachers).



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Doc. Ref. Code: DM-OUHROD  
Effectivity: 03.23.23  
Rev: 00  
Page: 1 of 2



Further, this is to reiterate the eligibility criteria for SHA as articulated in Section 3.0 of the DBM-DepEd Joint Circular No. 1, s. 2021 titled *Revised Guidelines on the Grant of Special Hardship Allowance* and Section 5.1 of DO 039, s. 2021, the following DepEd personnel are qualified to receive the SHA:

1. **All teachers** in elementary and secondary schools located in **hardship posts** as determined by the hardship index (HI);
2. **Multi-grade teachers** in **pure multi-grade schools**;
3. **Mobile teachers and Alternative Learning System (ALS) coordinators** concurrently **handling ALS classes**; and
4. **School heads** assigned in hardship posts or pure multi-grade schools.

Should you have concerns or clarifications, please contact the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHRD-SED) through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) copy furnish [support.sha@deped.gov.ph](mailto:support.sha@deped.gov.ph).

For immediate and appropriate action.

*[Handwritten signature]*



Republic of the Philippines  
Department of Education

DepEd MEMORANDUM  
No. **045**, s. 2024

AUG 17 2024

**ADOPTION OF DEPED ORDER NO. 017, s. 2023 AS GUIDELINES  
FOR THE PROVISION OF SPECIAL HARDSHIP ALLOWANCE  
FOR PUBLIC SCHOOL TEACHERS**

- To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the Department of Budget and Management (DBM) and Department of Education (DepEd) Joint Circular No. 1, s. 2021 titled Revised Guidelines on the Grant of Special Hardship Allowance (SHA), DepEd issued DepEd Order (DO) No. 039, s. 2021 titled Guidelines on the Provision of Special Hardship Allowance for Public School Teachers which established the use of the Hardship Index (HI) for schools to identify hardship posts.

2. By virtue of providing additional support for teachers, DO 017, s. 2023 or the Amendment to DepEd 039, s. 2021 was issued to lower the HI cut-off from **0.37 to 0.33**, allowing an increase in the number of teachers eligible to receive the SHA.

3. Awaiting the development of new guidelines for SHA, the Department issues this DepEd Memorandum, **adopting DO 017, s. 2023 as the prevailing guidelines for SHA implementation for Fiscal Year (FY) 2024 and FYs thereafter, or until the issuance of a new policy on the matter.**

4. All other provisions in DO 039, s. 2021 not affected by DO 017, s. 2023 shall remain in effect.

5. For more information, please contact the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod@deped.gov.ph](mailto:bhrod@deped.gov.ph) or at telephone number (02) 8633-5397.

6. Immediate dissemination of this Memorandum is desired.



**SONNY ANGARA**  
Secretary

**References:**

DepEd Order (Nos. 017, s. 2023 and 039, s. 2021)

To be indicated in the Perpetual Index  
under the following subjects:

ALLOWANCE  
BENEFITS  
BUREAUS AND OFFICES  
CHANGE  
FUNDS  
RULES AND REGULATIONS  
SCHOOLS  
TEACHERS

MCDK, APA, NPC, FDM Amendment to DO 017, s. 2023  
0253 - July 8, 2024