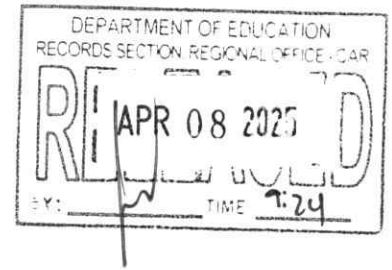




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



07 April 2025

REGIONAL MEMORANDUM

No. 254 2025

DISSEMINATION OF DM-OUHROD-2025-0851 "SUBMISSION OF FY 2024 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION"

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. This memorandum is issued to disseminate **DM-OUHROD-2025-0851, "Submission of FY 2024 Special Hardship Allowance (SHA) utilization report."**, which outlines the tasks to be followed at each governance level.
2. In this regard, all concerned Office/Units are reminded to ensure the completeness and accuracy of the SHA reports in accordance with the instructions provided in the attached memorandum.
3. For information, guidance and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/PS/msc
DM-OUHROD-2025-0851



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0851

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **SUBMISSION OF FY 2024 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT**

DATE : 2 April 2025

In accordance with Department Order No. 039, s. 2021, *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers*, issued on 22 September 2021, the Regional and Schools Division Offices are hereby instructed to submit their respective SHA Utilization Report for FY 2024 **on or before April 30, 2025**. This report is essential for the effective monitoring and evaluation of SHA implementation in the field.

To ensure the completeness and accuracy of the collected data, the following tasks shall be diligently observed at each governance level:

Responsible Office/Unit	Task
Central Office (CO) Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)	<ul style="list-style-type: none">Disseminate the prescribed template that will be used for the submission of SHA Utilization ReportCollect, clean, and consolidate the SHA Utilization Reports submitted by the Regional Offices
Regional Office (RO) Personnel Unit	<ul style="list-style-type: none">Consolidate the list of SHA Recipients submitted by the Schools Division Offices and submit to BHROD-SED
Schools Division Office (SDO) Personnel Unit	<ul style="list-style-type: none">Prepare the utilization report using the template provided in coordination with the SDO Finance Unit and submit the list of SHA Recipients to RO

Instructions for the accomplishment and submission of the FY 2024 SHA Utilization Report:

Schools Division Office

1. Download and use the prescribed template accessible in this link: <https://bit.ly/SDO-SHATemplate> for SDOs.
2. Refer to the **SHA Utilization Report Quick Guide** for assistance in accomplishing the report.
3. Avoid any alteration or modification of the template (*i.e., column deletion, merging, etc.*).
4. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
5. Avoid adding irrelevant columns or additional data not found in the template.
6. Submit the reports **ONLY TO REGIONAL OFFICE** for consolidation **on or before April 15, 2025**:
 - a. Scanned copy of the SDO Utilization report which is duly signed by the Schools Division Superintendent; and
 - b. Editable Excel File (not necessarily signed) of the SDO Utilization report.
7. BHROD-SED will **NOT CONSIDER INDIVIDUAL SUBMISSIONS** from the SDOs. SDOs shall strictly follow the submission process.

Regional Office

1. Download and use the prescribed consolidator template accessible in this link: <https://bit.ly/RO-SHATemplate> for ROs.
2. Ensure SDO submitted reports are accurate and complete, with no duplicates, missing field entries, or wrong data inputs. Kindly refer to the *SHA Utilization Report Quick Guide* for consolidation and checking of reports.
3. **RO Personnel/HRMOs shall submit the consolidated reports following the required format indicated below to BHROD-SED on or before April 30, 2025** through email address at support.sha@deped.gov.ph
 - a. Scanned copy of the RO Utilization report which is duly signed by the Regional Director;
 - b. Editable Excel File (not necessarily signed) of the RO Utilization report using the consolidation template saved in .xlsx format; and
 - c. Editable Excel File document saved in .csv format.
4. The reports to be submitted are essential in justifying the SHA budget allocation for the region/division and improving the SHA guidelines.

For clarifications or concerns, please contact **Ms. Mave-ryn Jade Balean** of BHROD-SED via email at support.sha@deped.gov.ph or through the landline at (02) 8633-5397.

For immediate and appropriate action.

Copy Furnished:
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Department of Education



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