



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division **OF NEGROS ORIENTAL**

1 JAN 2022

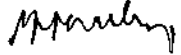
Office of the Schools Division
Superintendent

Division Memorandum
No. 19, s. 2021

SUBMISSION OF DECEMBER 2021 SPECIAL HARDSHIP ALLOWANCE

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teachers and All Others Concerned

1. This Office informs all personnel concerned of the submission of the following documents for the processing of Special Hardship Allowance (SHA) for the month of December 2021 (2 copies) to wit:
 - Updated Service Record CY 2021
 - Form 1 (Monthly Computation)
 - Form 48 (DTR) duly signed by the School Head/District Supervisor and indicate **WFH/SWF Schedule** properly after each time-in
 - Form 3 (Summary of Release)
2. Supporting documents will be per school submitted to their respective Districts before transmitting to the Division Office.
3. Deadline for submission of documents will be on or before **January 14, 2022**.
4. District Offices shall submit the hard copies in one folder and must be labeled.
5. Submit the hard copy directly to the PERSONNEL OFFICE c/o Mr. Jason A. Fermiza with soft copy emailed to jason.fermiza@deped.gov.ph.
6. Please refer **DepEd Order No. 39, s. 2021** for Hardship Index of those qualified schools for hardship allowance.
7. Immediate dissemination and compliance of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
1/11/2022

SPP/AdsP/LBY/jad
January 10, 2022



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