



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


Office of the Schools Division
Superintendent

Division Memorandum
No. 754, s. 2021

SUBMISSION OF APRIL – JUNE 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 April – June 2021 (2 copies) to wit:
 - Updated Service Record CY 2021
 - Form 1 (Monthly Computation) – **See attached file**
 - Form 48 (DTR) duly signed by the School Head/District Supervisor and indicate **WFH 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 **October 01, 2021**.
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** and **Mr. Razel B. Katada** with soft copy emailed to razel.katada@deped.gov.ph and 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

9/27/2021

MONTHLY HARDSHIP ALLOWANCE

FORM NO. 1

NAME OF SCHOOL: TALAPTAP ES

SCHOOL ID: 120479

DISTRICT: SIATON IV

HARDSHIP INDEX SCORE: 0.4 SHA RATE: 25%

APRIL - JUNE 2021

(EXAMPLE ONLY)

APRIL 2021

No.	Name of Teachers	Employee No.	Position/Step /	ANNUAL SALARY	Actual Basic Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	6007709	T1 - S1	286,524.00	23,877.00	25%	19	19	5,969.25	
2	KATADA, RAZEL BAIS	6007710	T3 - S1	339,312.00	28,276.00	25%	19	19	7,069.00	
TOTAL									13,038.25	

MAY 2021

No.	Name of Teachers	Employee No.	Position/Step /	ANNUAL SALARY	Actual Basic Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	6007709	T1 - S1	286,524.00	23,877.00	25%	10	20	2,984.63	
	FERMIZA, JASON ABLAY	6007709	T1 - S2	289,932.00	24,161.00	25%	9	20	2,718.11	
2	KATADA, RAZEL BAIS	6007710	T3 - S1	339,312.00	28,276.00	25%	19	20	6,715.55	
TOTAL									12,418.29	

JUNE 2021

No.	Name of Teachers	Employee No.	Position/Step /	ANNUAL SALARY	Actual Basic Salary	SHA Rate	No. of Days Present	Total Class Days in a Month	AMOUNT	REMARKS
1	FERMIZA, JASON ABLAY	6007709	T1 - S1	286,524.00	23,877.00	25%	22	22	5,969.25	
2	KATADA, RAZEL BAIS	6007710	T3 - S1	339,312.00	28,276.00	25%	9	22	2,891.86	TRANSFERED TO PIO MACAHIG I
TOTAL									8,861.11	

GRAND TOTAL

34,317.65