

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

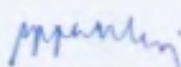
Office of the Schools Division  
Superintendent

Division Memorandum  
No. 995, s. 2021

**SUBMISSION OF OCTOBER - NOVEMBER 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 October - November 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 and 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 **December 06, 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](mailto:razel.katada@deped.gov.ph) and [jason.fermiza@deped.gov.ph](mailto: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

11/29/2021

2.9 NOV 2021