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BY: _____

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

08 Sept 2023

DIVISION MEMORANDUM

SGOD-2023-127

SUBMISSION OF WORKING PAPERS FOR CY 2023 SPECIAL HARDSHIP
ALLOWANCE OF QUALIFIED EMPLOYEES

To: Public Schools District Supervisors
Public Elementary and Secondary Schoolheads Concerned

1. The Department of Budget and Management has allocated a P65,510,000.00 budget for the **CY 2023 Special Hardship Allowance (SHA)** of qualified DepEd teaching personnel with Sub-Allotment Release Order Nos. DepEd12-23-243 dated June 7, 2023, and DepEd12-23-346 dated August 17, 2023.

2. Please take note of the qualifications for the provision of CY 2023 SHA and the terms of reference below.

a. Qualifications for the provision of CY 2023 SHA

- All teachers in public elementary and secondary schools identified as hardship posts in the hardship index determined by the Central Office
- Multi-grade teachers in pure multi-grade schools
- Schoolheads assigned in hardship posts or pure multi-grade schools

b. Terms of reference:

- **Hardship Index (HI)** refers to any number from 0 to 1 representing the degree of hardship of a particular school combining all the variables identified as hardship factors: time and cost of transportation from school to Schools Division Office (SDO), human violence, availability of temporary learning spaces, level of poverty, availability of temporary learning spaces, level of poverty, and availability of basic amenities (e.g., telecommunications, water and electricity services). The closer the value of the index to 1, the higher the degree of difficulty of the school situation.
- **Hardship post** refers to a workstation (public school) located in areas characterized by hard, uncomfortable, and extreme difficulties based on the hardship factors measured in the HI.
- **Multi-grade teachers** refer to public-school teachers handling combined classes of two or more grade levels.





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- **Pure Multi-grade (MG) Schools** refer to a school that solely offers combined classes of two or more grade levels except for kindergarten.

3. In line with this, all identified schools for SHA and Pure Multi-grade schools (see enclosures) are required to submit **SHA Working Papers** to the Planning and Research Section for consolidation. (Note: A Kindergarten teacher assigned in a pure multi-grade school who solely handles a Kindergarten class or a mono-grade class is not qualified to receive SHA. Please refer to the above definition.)

4. The template for the CY 2023 SHA Working Papers can be downloaded at DepEd Sarangani – Planning & Research Unit Facebook Group. The submission of the soft copy is **on or before noon-time of September 18, 2023**, for consolidation while the hardcopy is **on or before September 22, 2023**. Failure to comply on September 22, 2023, will result in non-inclusion to CY 2023 SHA computation.

5. The covered period for the said allowance is from October 15, 2022, to September 15, 2023, in which only the actual days reported physically in schools shall be counted on the number of days as per guidelines. (Note: Tardiness or under-time of 4 hours or more shall be considered as half day - 0.5 day. Take note that summer breaks are not included in the computation of SHA. Teachers do not experience hardship going in and out of the school during WFH, holidays, attending seminars/trainings in another venue, and/or on leave – these are not also included in the SHA computation.)

6. Please be reminded that any form of data manipulation/falsification is punishable by law and will be meted administratively which may involve dismissal from the service.

7. For inquiries, contact Mr. Bualan Y. Abid Jr. at 09284382483.

8. For your information and guidance.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

ALLOWANCE

FORMS

EMPLOYEES

REPORTS

BYAJ/SGOD-PRS/DM – submission of working papers...
830 /September 8, 2023



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(Enclosure to DM-SGOD-2023-127)

List of identified schools for SHA CY 2023

Alabel Municipality

1. Dalid ES
2. Mahayag ES
3. Paco ES
4. Tinungkaan ES
5. Ulo Latian ES
6. Ulo Tubay ES

Glan Municipality

1. A. Bartulaba IS
2. E. Alegado IS
3. Kaltuad IS
4. Lanao Kapanglao IS
5. Lao ES
6. Segafu Esgafu IS

Kiamba Municipality

1. Banate IP School
2. Falel Kesbung IP School

Maasim Municipality

1. Bongo IS
2. Lamlabong IS
3. Ludin Logan IP School

Maitum Municipality

1. Angko ES
2. Wata-wanan IP School

Malapatan Municipality

1. Akbual ES
2. Alna IP School
3. Alyeng IP School
4. Del Hilado ES
5. Gnanda P. Maguan IPS
6. Millona Upper Suyan IS
7. Pitak ES
8. Rancho ES
9. Tusan IP School

Malungon Municipality

1. Datu Montong Cawag IP School
2. Fermin Olong PS
3. Fye Falel IP School
4. Kalbangan ES
5. Kanyugan ES
6. Kidengen ES
7. Laginan IS
8. Lamlangil ES

Additional Schools as per DepEd Order No. 17, s. 2023:

1. Lumigo IS – Glan
2. Kibac IS – Alabel
3. Cabansal Larry IPS – Maasim
4. Nian IS – Malungon
5. Dalamuan IS – Malungon
6. Danao IS – Malungon
7. Sitio Lanao IPS – Malapatan
8. Kiahe IS – Malapatan
9. Edsa IS – Glan
10. Tamala ES – Glan
11. Banlas ES – Glan
12. Kiaol ES – Glan
13. Pio L. Siao ES
14. Tandawanan ES
15. Datal Anggas IS
16. Green Valley IS
17. Datal Basak IPS
18. Sitio Narra ES

Purely Multigrade Elementary Schools with covered months of October 15-31, 2022, November 1-30, 2022, December 1-16, 2022, January 1- 31, 2023, February 1-28, 2023, March 1-28, 2023, April 1-31, 2023, May 1-28, 2023, June 1-30, 2023, June 1-7, 2023 and September 1-15, 2023:

1. Baliton ES (Malungon)
2. Dlama ES
3. Kibawalan ES
4. Lamlinol ES
5. Likon ES
6. Malatabon ES
7. Mateo ES
8. Talifara ES

Purely Multigrade Elementary Schools with covered months of November 1-30, 2022, December 1-16, 2022, January 1- 31, 2023, February 1-28, 2023, March 1-28, 2023, April 1-31, 2023, May 1-28, 2023, June 1-30, 2023, June 1-7, 2023 and September 1-15, 2023:

1. Kalonbarak ES

Purely Multigrade Elementary Schools with covered months for October 15-31, 2022, November 1-30, 2022, December 1-16, 2022, January 1- 31, 2023 and February 1-28, 2023

1. Calfungal ES