

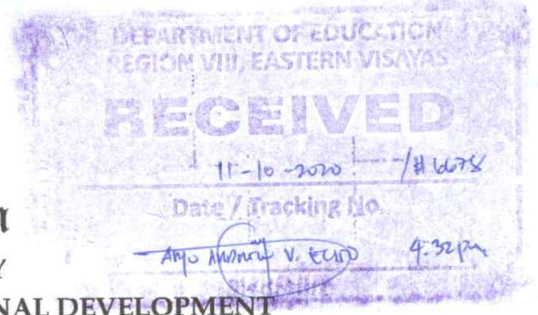


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-PHROD-2020-00388

| OFFICE OF THE DIRECTOR IV | |
|--|---------------|
| Date and Time Received 11 NOV 2020 4:08 | Signature |
| Date and Time Released 11-11-20-8:30 | Signature |

TO: Regional Directors
Schools Division Superintendents
All Others Concerned

FROM:
JESUS L.R. MATEO
Undersecretary

SUBJECT: Submission of Special Hardship Allowance (SHA) FY 2019 Utilization Report

DATE: October 30, 2020

With reference to the implementation of the Department of Budget and Management (DBM) and Department of Education (DepEd) Joint Circular No. 1, s. 2019 titled, "Guidelines to Implement DepEd-Office of the Secretary (OSEC) Special Provision Number 7 in the FY 2019 General Appropriations Act (GAA) on Special Hardship Allowance (SHA)", **Schools Division Offices are requested to submit the SHA Utilization Report for FY 2019 on or before November 20, 2020.**

Instructions for the accomplishment and submission of the FY 2019 SHA Utilization Report:

1. Use the attached template (*Annex 1*).
2. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
3. Submit the report in Excel (.xlsx) format through email address **bhrod.sed@deped.gov.ph**.

Kindly be reminded that this report is crucial in the justification for the SHA budget allocation of the region/division and enhancement of the guidelines on SHA.

For clarifications or concerns, please contact Mr. Ched Allen Martinez of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) through mobile number 0995-971-0397 or through the email address provided above.

For appropriate action.

BHROD-SED/Martinez

OKD mail
11/10/20