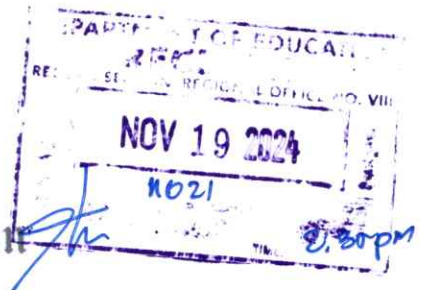




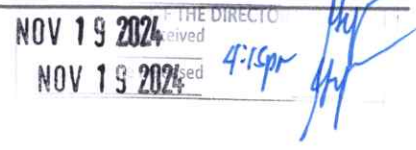
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-2285



TO : **Concerned Regional Directors**
Concerned Schools Division Superintendents
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **CONSULTATION WORKSHOP ON THE DRAFT DEPED ORDER ON THE REVISED SPECIAL HARDSHIP ALLOWANCE (SHA) POLICY**

DATE : 15 November 2024

As part of the efforts to review and refine DepEd Order No. 039, s. 2021 "Guidelines on the Provision of Special Hardship Allowance for Public School Teachers," the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct a **Consultation Workshop** on **09-12 December 2024** at **Baguio Teachers Camp, Baguio City**.

The workshop aims to gather inputs from the field implementers to generate data-driven insights for the proposed policy amendments. Engaging with those who implement the policy is essential in identifying potential opportunities and challenges, ensuring that the policy goals align with the realities on the ground. The outcomes of the workshop will provide valuable insights to help refine the revised SHA policy before its formal issuance.

For reference, please see the following attachments:

- **Annex A:** *List of Participants*
- **Annex B:** *Indicative Program of Activities*

19 NOV 2024

Administrative Arrangements are as follows:

- All participants are requested to complete the information sheet through the link bit.ly/SHA2024PR on or before **04 December 2024**.
- The participants' board and lodging shall be charged against BHROD-SED Funds while their travel expenses shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Effectivity	03.23.23	Page	1 of 5



- The participants are advised to check in on 09 December 2024, 2:00 p.m. and check out on 12 December 2024, 12:00 p.m.
- No extension or early accommodation shall be allowed other than the prescribed schedule.
- Below is the accommodation and meal schedule.

Date	Board & Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
09 Dec 2024 Mon <i>(travel time to venue)</i>	✓	×	×	✓	✓	✓
10 Dec 2024 Tue	✓	✓	✓	✓	✓	✓
11 Dec 2024 Wed	✓	✓	✓	✓	✓	✓
12 Dec 2024 Thu <i>(travel time to station)</i>	×	✓	✓	×	×	×

Should you have other questions and concerns, please coordinate with **Ms. Janey Rhose Diaz** of BHROD-SED through email bhrod.scd@deped.gov.ph or landline (02) 8633-5397.

For immediate action.

Copy furnished:
OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Annex A – List of Participants

Activity: Consultation Workshop on the Draft DepEd Order
on the Revised Special Hardship Allowance Policy

Date: December 9-12, 2024 | Venue: Baguio Teachers Camp

Field Participants: 35 pax

I. Central Office (CO) Participants

No.	Office	No. of Participants
1	Planning Service – Educational Management Information System Division (PS-EMISD)	1
2	Bureau of Alternative Education (for ALS)	1
3	Bureau of Learning Delivery (Teaching and Learning Division) for Multigrade Program	1

II. Regional Office (RO) Participants

No.	Region	No. of Participants		
		Planning Officer	Finance Officer	Personnel Officer
1	CAR	1		
2	Region I		1	
3	Region II	1		
4	Region III			1
5	Region IV-A	1		
6	Region IV-B	1		
7	Region V		1	
8	Region VI			1
9	Region VII	1		
10	Region VIII		1	
11	Region IX		1	
12	Region X		1	
13	Region XI	1		
14	Region XII		1	
15	CARAGA			1

III. Schools Division Office (SDO) Participants

SDO Planning Officers		No. of Participants
1	Quezon	1
2	Palawan	1
3	Northern Samar	1
4	Zamboanga Del Norte	1
5	Bukidnon	1
6	Davao City	1
7	Agusan Del Sur	1

Select SDO Representative from Personnel Unit		No. of Participants
1	Cagayan	1
2	Zambales	1
3	Camarines Sur	1
4	Negros Occidental	1
5	Cebu	1
6	Zamboanga City	1
7	Sultan Kudarat	1

Select SDO Representative from Curriculum and Inclusion Division (CID) for the Multigrade Program		No. of Participants
1	Ifugao	1
2	Ilocos Sur	1
3	Leyte	1 ✓

Annex B - Indicative Program of Activities

*Activity: Consultation Workshop on the Draft Revised DepEd Order
on the Revised Special Hardship Allowance Policy*

Date: December 9-12, 2024

Venue: Baguio Teachers Camp

Date	Start Time	End Time	Session Topic/Activity
December 9, 2024	Day 0 - Travel date to Venue		
December 10, 2024	DAY 1		
	8:00 AM	8:05 AM	Prayer National Anthem
	8:05 AM	8:10 AM	Welcome Remarks
	8:10 AM	8:20 AM	Recognition of Participants Expectation Setting and House Rules
	8:20 AM	8:30 AM	Overview of the Workshop Program
	8:30 AM	9:00 AM	Background on the Special Hardship Allowance Policy Implementation concerns and issues on DepEd Order 39 s. 2021 (SHA Policy)
	9:00 AM	10:00 AM	Activity 1: Scenario Building Activity
	10:00 AM	10:45 AM	Health Break
	10:00 AM	12:00 NN	Cont'n. Activity 1: Scenario Building Activity
	12:00 NN	1:30 PM	Lunch
	1:30 PM	1:35 PM	Afternoon Stretch
	1:35 PM	2:35 PM	Group Presentation of Activity 1
	2:35 PM	4:00 PM	Activity 2: Review of current DO 039 s. 2021
	4:30 PM	4:45 PM	Closing of Day 1 and Day 2 reminders
December 11, 2024	DAY 2		
	8:00 AM	8:05 AM	Prayer
	8:05 AM	8:10 AM	Morning Stretch
	8:10 AM	8:40 AM	Presentation: Proposed Policy Provisions of SHA
	8:40 AM	10:00 AM	Activity 3: Review of Proposed Policy Provisions
	10:00 AM	10:15 AM	Health Break
	10:15 AM	12:00 NN	Activity 3: Review of Proposed Policy Provisions
	12:00 NN	1:30 PM	Lunch Break
	1:30 PM	1:40 PM	Afternoon Stretch
	1:40 PM	2:30 PM	Activity 3: Review of Proposed Policy Provisions
	2:15 PM	3:15 PM	Group Presentation of Activity 3
	3:00 PM	3:40 PM	Plenary Discussion
3:40 PM	4:00 PM	Closing and Synthesis Distribution of Certificates Evaluation	
December 12, 2024	DAY 3 - Travel date to station		