



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division  
Superintendent**

**12 Sept 2024**

DIVISION MEMORANDUM  
OSDS No. **160**, s. 2024

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR SPECIAL HARDSHIP  
ALLOWANCE (SHA) PAY OF TEACHERS SY 2023-2024**

To: SDO Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 39, s. 2021, the Department of Education (DepEd) recognizes that to make education more accessible to all, it is necessary to recruit, retain, and encourage personnel to work in hard-to-reach, far flung stations as well as those with more challenging working conditions. Consistent with DepEd MATATAG Agenda of taking of teachers, the grant of incentive pay to such teachers, particularly a Special Hardship Allowance (SHA), is supportive of this cause.
2. Additionally, it was stipulated in the DepEd Order the coverage, eligibility criteria and procedures on the grant of SHA, taking into consideration the conditions of the schools identified under hardship areas.
3. Furthermore, DepEd Order No. 17, s. 2023 (Amendments to DepEd Order No. 39, s. 2021) states that, for FY 2023, teachers assigned in schools with Hardship Index of 0.33 and above shall be eligible to receive SHA. Enclosed is the list of school entitled for SHA
4. To facilitate the payment of SHA allowance for SY 2023-2024, School Heads and Administrative Officer II of hardship post and pure Multigrade (MG) schools and Education Program Specialists II of ALS shall prepare the list of qualified personnel in with the attached payroll and Daily Time Record (DTR). Enclosed are the following templates for SHA Report.
  - 4.1 List of Qualified Personnel for Special Hardship Allowance – Hardship Post
  - 4.2 List of Qualified Personnel for Special Hardship Allowance – Multigrade
  - 4.3 List of Qualified Personnel for Special Hardship Allowance – ALS
- 5 All SHA reports shall be submitted to the SDO-Administrative Services-Personnel Section not later than September 30, 2024.



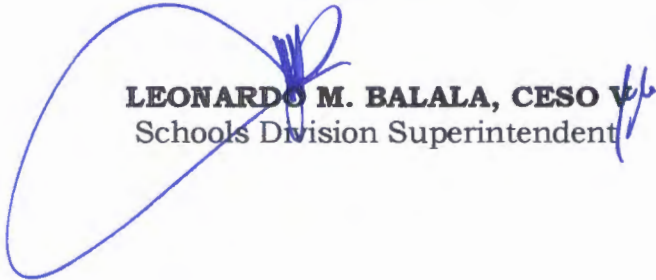
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5. To ensure uniformity in preparation of report, there will be a half day orientation of AOII at SDO Conference Hall on September 18, 2024, at 8:00 a.m. – 12:00 noon.
6. Travel, food, and other incidental expenses of the participants shall be charged to school MOOE or any other local funds subject to the usual accounting and auditing rules and procedures.
7. For inquiries regarding this memorandum, you may contact the Arlene L. Albuna, AOIV of Personnel Unit at cellphone no. 09051991272
8. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS

ALA/DM- submission of documentary requirements for special hardship allowance (sha) pay of teachers sy 2023-2024  
0000/ September 12, 2024



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**LIST OF SCHOOLS ELIGIBLE FOR SPECIAL HARDSHIP ALLOWANCE  
 BASED ON DEPED ORDER NO. 017, S. 2023**

No.	Name of School	Assigned Administrative Officer II
1	TALAYTAY ELEMENTARY SCHOOL	LOVERLEEN CELENDRO
2	TRAANKINI ELEMENTARY SCHOOL	ARCHIE Y. BANADOS
3	DATAL LIGAW ELEMENTARY SCHOOL	ELVIS DRAPIZA
4	BAKDULONG ELEMENTARY SCHOOL	ELVIS DRAPIZA
5	ODOS ANGKOY ELEMENTARY SCHOOL	MARLYN COPREROS
6	BULOL LAHAK ELEMENTARY SCHOOL	MAY JOY ESPANOLA
7	DATU KAHAR MACASAYON ELEMENTARY SCHOOL	ELVIS DRAPIZA
8	LAKE SOLUTON ELEMENTARY SCHOOL	MICHELLE DELA GENTE
9	NEW TUPI INTEGRATED SCHOOL	GARRY BRAVANTE
10	BANDALA ELEMENTARY SCHOOL	ADRIFE IAN C. ALICIO
11	BLIT ELEMENTARY SCHOOL	CHARM CINDY ALO MONTES
12	BLOCK 3 ELEMENTARY SCHOOL	MARY JOY MIRANDA
13	DAWANG ELEMENTARY SCHOOL	AIZEL CASTILLON
14	KINUBING ELEMENTARY SCHOOL	JUNFE AL MARK PILAPIL
15	NEW CEBU ELEMENTARY SCHOOL	REGINE G. PORRAS
16	PROPER NED ELEMENTARY SCHOOL	JERRY B. MANGALAY
17	PULO SUBONG INTEGRATED SCHOOL	EMIL JOHN C. BRAZIL
18	SUNGAN CENTRAL ELEMENTARY SCHOOL	JELLA BARCELLANO
19	TAFAL ELEMENTARY SCHOOL	JUNFE AL MARK PILAPIL
20	TINUGAS ELEMENTARY SCHOOL	JERRY B. MANGALAY
21	TUBOG ELEMENTARY SCHOOL	GARRY BRAVANTE
22	ABBOY ELEMENTARY SCHOOL	CHARM CINDY ALO MONTES
23	ANTUAL ELEMENTARY SCHOOL	JUNIE MAE FELLER
24	SEVEN LAKES ELEMENTARY SCHOOL	JIMBOY U. KULAN
25	TUBURAN ELEMENTARY SCHOOL	RHEGILYN L. ENESTOIS
26	NED NATIONAL HIGH SCHOOL	AIZEL CASTILLON
27	KIBANG NATIONAL HIGH SCHOOL	ANA MAE R. TRESBE
28	PROPER NED NATIONAL HIGH SCHOOL	JERRY B. MANGALAY
29	TUBURAN ELEMENTARY SCHOOL-NORALA	CECILLE R. ABAYON
30	ALNAMANG ELEMENTARY SCHOOL	JUN BRINOSA
31	LAMDAMAY ELEMENTARY SCHOOL	RONALD B. NOGALO
32	AFLEK ELEMENTARY SCHOOL	MARY JOY TRABADO
33	MONGOCAYO ELEMENTARY SCHOOL	ROLDAN UMPIG
34	MOTOKLING ELEMENTARY SCHOOL	ROLDAN UMPIG



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No.	Name of School	Assigned Administrative Officer II
35	PANDIAN ELEMENTARY SCHOOL	GRACIELLE ANTONIO
36	TALAMBONG ELEMENTARY SCHOOL	ROLDAN UMIPIG
37	BALNABO ELEMENTARY SCHOOL	BRYAN LOSARIA
38	COONG ELEMENTARY SCHOOL	LARRY BIOCO
39	BENGUE ELEMENTARY SCHOOL	BRYAN LOSARIA
40	DATAL CALON ELEMENTARY SCHOOL	BRYAN LOSARIA
41	DATAL TEBLOW ELEMENTARY SCHOOL	GWENDELYN IGNACIO
42	DANGCONG ELEMENTARY SCHOOL	DEO JAY A. FADO
43	DATAL BILA ELEMENTARY SCHOOL	ANGELO M. ORACION
44	LACAG ELEMENTARY SCHOOL	MAE ANGELIE RADA
45	TABUDTOD ELEMENTARY SCHOOL	GUADA OZZARAGA
46	T'BOLOK ELEMENTARY SCHOOL	GAY CARLA JEAN B. TABORA
47	TUDOK ELEMENTARY SCHOOL	ANGELO M. ORACION
48	LEMKATI ELEMENTARY SCHOOL	ANGELO M. ORACION
49	ELLAW ELEMENTARY SCHOOL	DEO JAY A. FADO
50	KULE ELEMENTARY SCHOOL	NICKER B. SUMANGHID
51	SALABANOG ELEMENTARY SCHOOL	LAWRENCE MICHAEL JUN V. LIM
52	KESEGMUNG INTEGRATED SCHOOL	JOHN FRANCES B. MOLLILA
53	DEMAMIS INTEGRATED SCHOOL	LAWRENCE MICHAEL JUN V. LIM
54	DATAL BIAO INTEGRATED SCHOOL	NOVA GERLY ANGOT
55	JOSE ESCOBILLO NATIONAL HIGH SCHOOL	CHARLENE G. GALANO



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**LIST OF QUALIFIED PERSONNEL FOR SPECIAL HARDSHIP ALLOWANCE**  
 Hardship Post

No.	Name of Personnel	School	District	School ID	No of Days Present August-December 2023	No of Days Present January-May 2024	Salary Grade	Salary Step
1								
2								

Prepared by:

\_\_\_\_\_  
Administrative Officer II

Noted:

\_\_\_\_\_  
School Head

Verified:

\_\_\_\_\_  
PSDS/PIC

**MARK JEFFERSON R. MONTANO**  
Planning Officer III



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**LIST OF QUALIFIED PERSONNEL FOR SPECIAL HARDSHIP ALLOWANCE**  
 Multi Grade

No.	Name of Personnel	School	District	School ID	No of Days Present August-December 2023	No of Days Present January-May 2024	Salary Grade	Salary Step
1								
2								

Prepared by:

\_\_\_\_\_  
 Administrative Officer II

Noted:

\_\_\_\_\_  
 School Head

Verified:

**JUBERT E. JUMATOC**  
 Education Program Supervisor

**MARK JEFFERSON R. MONTANO**  
 Planning Officer III



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**LIST OF QUALIFIED PERSONNEL FOR SPECIAL HARDSHIP ALLOWANCE**  
ALS Mobile Teacher and DALC

No.	Name of Personnel	No of Classes	District/School	School ID	No of Days Present January-December 2023	Salary Grade	Salary Step
1							
2							

Prepared by:

\_\_\_\_\_  
Education Program Specialist II- ALS

Verified:

**ALEX F. FLORO**  
Education Program Supervisor

**MARK JEFFERSON R. MONTANO**  
Planning Officer III



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