



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

12 Dec 2024

DIVISION MEMORANDUM
OSDS No. **192**, s. 2024

UPDATE ON THE RELEASE OF SPECIAL HARSHIP ALLOWANCE SY 2023-2024

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

1. In line with the release of Special Hardship Allowance (SHA) SY 2023-2024 for eligible teachers and school heads, please be informed that the said benefit will be released within this month.
2. Currently, the Office of the Schools Division Superintendent (OSDS)-Personnel and Finance Unit is currently evaluating all the submitted documentary requirements, particularly the CS Form 48 of the Daily Time Record (DTR) to ensure accurate release of the said benefit.
3. Based on the evaluation, findings show discrepancies in the entry on the submitted DTRs for purpose of SHA vis-vis the monthly DTRs submitted attached to the monthly report of attendance. The following are the identified discrepancies:
 - 2.1 SHA-DTRs shows logs (time in and time out) on dates where the claimants have records on approved leave.
 - 2.2 SHA-DTRs shows logs (time in and time out) on dates where the claimant is on Official Business/Time; and
 - 2.3 SHA-DTRs shows logs (time in and time out) on dates declared as Holiday (National and Local).
4. Please be reminded that these findings are tantamount to dishonesty and will be dealt with administratively.
5. For inquiries regarding this memorandum, you may contact the Administrative Services- Personnel Section.
6. Immediate dissemination of this memorandum is directed.



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LEONARDO M. BALALA, CESO V
Schools Division Superintendent 

Encl.: N o n e

Reference: N o n e

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

BENEFITS

ALA/DM- update on the release of special hardship allowance sy 2023-2024
0000/ December 12, 2024