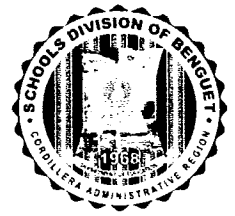




Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601

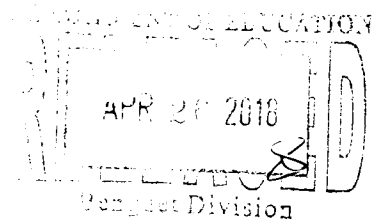


Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;
Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

DIVISION MEMORANDUM

No. 086 s. 2018

TO: Public Schools District Supervisors/District Coordinators
School Heads
ALS Coordinators
All Others Concerned



FROM: *MW*
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent *MB*

**SUBJECT: SUBMISSION OF REPORT OF ATTENDANCE FOR SPECIAL
HARDSHIP ALLOWANCE (SHA) FOR CY 2018**

DATE: April 25, 2018

- Pursuant to Deped Memorandum No. 038, s. 2018 dated February 28, 2018; "National Budget Circular No. 514, s. 2007 shall be used as the basis for the Provision and Computation of the SHA for Public School Teachers for School Year 2018, pending DepEd issuance of policy guidelines for the SHA."
- To facilitate the payment of SHA, Report of Attendance for FY 2018 shall be prepared per school and be submitted to the Schools Division Office on the following dates;

Report of Attendance for:	Date of Submission:
January to March 2018	May 7, 2018
June 2018	July 10, 2018
July 2018	August 10, 2018
August 2018	September 10, 2018
September 2018	October 10, 2018
October 2018	November 9, 2018
November 2018	December 10, 2018
December 2018	December 21, 2018

- Attendance in terms of SHA shall mean physical presence in the school. Leave of Absences whether with or without pay; and travel on Official Business of Official Time shall NOT be counted.
- School logbooks will be required for validation of the Report of Attendance. Account names in the ATM Cards shall tally with the submitted names of qualified teachers to avoid delays in the verification of accounts. Qualified teachers shall update their account names (for any change of name) at the Land Bank of the Philippines.
- School Heads shall certify the correctness of the Report of Attendance. In the Absence of a full time School Head, the Teacher-In-Charge shall be included to certify the correctness of the report to be validated by the Cluster Bookkeepers and PSDSs/District Coordinators.
- Immediate and wide dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education

28 FEB 2018

DepEd MEMORANDUM
No. **038**, s. 2018

**PROVISION AND COMPUTATION OF THE SPECIAL HARDSHIP ALLOWANCE
FOR FISCAL YEAR 2018**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of National Budget Circular No. 514, s. 2007 from the Department of Budget and Management (DBM) entitled Guidelines on the Grant of Special Hardship Allowance (SHA).
2. This National Budget Circular shall be used as the basis for the **Provision And Computation Of The SHA For Public School Teachers For School Year 2018**, pending DepEd issuance of policy guidelines for the SHA.
3. Schools division offices and regional offices may now start the processing and computation of SHA of qualified teachers.
4. To ensure timely compensation of the qualified recipients, SHA should be computed and distributed on a monthly basis. This is to guarantee that they are able to utilize the said funding accordingly.
5. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
DepEd Memorandum No. 156, s. 2017

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

ALLOWANCE
BENEFITS
FUNDS

LEGISLATION
RULES AND REGULATIONS
TEACHERS

MCDJ, DM Provision of the SHA FY 2018
0117-February 16, 2018

**REPORT OF ATTENDANCE
FOR 2018 SPECIAL HARSHIP ALLOWANCE
JANUARY TO MARCH 2018**

School: _____
District: _____

	NAME (Last Name, First Name, MI) (Arrange Alphabetically)	Employee Number (Indicate Substitute, if EN is NA)	Position	Monthly Basic Pay	Number of Days Physically Present in the School			Distance in Kilometers (Hardship Post)	Multigrade		No. of Learning Levels (ALS)	Landbank ATM Number	Remarks
					Jan	Feb	Mar		No. of Classes Handled	Grade Levels			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Certified Correct:				Validated:									
_____ <i>Teacher-In-Charge</i>				_____ <i>School Head</i>			_____ <i>Cluster Bookkeeper</i>			_____ <i>PSDS/CP</i>			

**REPORT OF ATTENDANCE
FOR 2018 SPECIAL HARSHIP ALLOWANCE
_____ 2018**

School: _____
District: _____

	NAME (Last Name, First Name, MI) (Arrange Alphabetically)	Employee Number	Position	Basic Pay	Number of Days Physically Present in the School	Distance in Kilometers (Hardship Post)	Multigrade		No. of Learning Levels (ALS)	Landbank ATM Number	Remarks
		(Indicate Substitute, if EN is NA)			Month		No. of Classes Handled	Grade Levels			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
		Certified Correct:				Validated:					
		_____ <i>Teacher-In-Charge</i>		_____ <i>School Head</i>		_____ <i>Cluster Bookkeeper</i>		_____ <i>PSDS/CP</i>			