

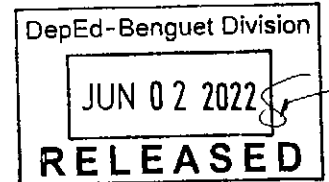


Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

**DIVISION MEMORANDUM**  
No. 158 s. 2022

June 1, 2022

To: Public Schools District Supervisors/DCP  
Elementary and Secondary School/Cluster Heads  
All Other Concerned



**PERPETUAL SUBMISSION OF REQUIREMENTS FOR SPECIAL HARDSHIP ALLOWANCE**

1. To facilitate the processing of payments of Special Hardship Allowance (SHA) due to our teachers and school heads, all entitled are required to submit their documentary requirements at the SDO-Personnel section on or before the 10<sup>th</sup> day of each ensuing month.
2. The following are the documentary requirements for submission:  
*(in 1 ORIGINAL COPY)*
  - a. Daily Time Record (DTR) with biometric generated DTR/log book which will be validated through the monthly DTR monitoring transmittal.
  - b. Approved Authority to travel/locator slip with certificate of appearance
  - c. Accomplishment report, if with approved work from home
3. It is expected that the documentary requirements have been thoroughly reviewed and checked to ensure the correctness and completeness of date and signatures.
4. Everyone is reminded to observe precautionary measures during the submission of documents such as social distancing, wearing of face mask and practice of proper coughing/sneezing etiquette.
5. For guidance and strict compliance.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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