



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023-0072

TO: ALL CONCERNED
Elementary and Integrated Schools
Division Office Personnel

SUBJECT: **ADDITIONAL REQUIREMENTS AND REITERATION ON SHA COMPUTATION and PAYMENT**

DATE: August 10, 2023

1. In relation to the just concluded "Online Orientation of DepEd Order No. 17, s. 2023 Re: Amendment to the Policy on Special Hardship Allowance Effective for CY 2023", of some Division Office personnel comprising Mindanao Area, the Office would like to reiterate the following:

Computation of SHA – Basic x 25% x No. of days Present in a Month
22 days

2. The "**No. of Days Present In A Month**" is to be construed, as the actual number of days where the recipient teaching personnel is actually present in the school. Days while on Leave, Holidays, WFH, Official Business, on Seminars/Workshop, etc. shall be excluded from the computation. For School Heads who handle two (2) schools whereby only one (1) school is SHA recipient, only his/her presence in the said school would be considered for SHA computation.
- 3 Please attach the **class program** of the concerned teacher as an additional requirement for SHA payment. As for SH's, a **photocopy of the logbook** where his/her name appear as present on a particular date, in the recipient school is required.
- 4 This is also to inform everyone that SHA is only good for **ten (10) months**, so for the months of July 2023 and August 2023, payment of SHA will be suspended and would commence on September 2023.

Very truly yours,


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Accntng/mlmq

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