



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BULACAN

Division Memorandum
No. 011 s. 2021

To: Division Finance Unit Head
Public Elementary and Secondary Non-IUs School Heads
All others concerned

**SUBMISSION OF UPDATED LIST OF ELIGIBLE PERSONNEL
FOR SPECIAL HARDSHIP ALLOWANCE (SHA)**

1. As part of our commitment to ensure that teachers and employees' rights and benefits mandated by law are upheld, this Office, directs all concerned non-implementing Elementary and Secondary school heads to submit list of updated eligible teachers for Special Hardship Allowance as defined and expressly described in Section 19 of REPUBLIC ACT No. 4670 dated June 18, 1966, otherwise known as the Magna Carta for Public School Teachers which provides, to wit:

"Section 19. Special Hardship Allowances. In areas in which teachers are exposed to hardship such as difficulty in commuting to the place of work or other hazards peculiar to the place of employment, as determined by the Secretary of Education, they shall be compensated special hardship allowances equivalent to at least twenty-five per cent of their monthly salary.

2. The above cited provision of law must be applied and effectively implemented consistent with the pertinent issuances of the Department of Education (DepEd) and specific guidelines prescribed by the Department of Budget and Management (DBM);
3. In pursuit of the intentions of the law, all school heads are enjoined to make a review of eligible personnel, and in so doing conduct a thorough evaluation and submit to this Office an updated list of personnel qualified to avail of the said benefit and for that list to serve as reference for endorsement to the Department of Education;





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4. Pursuant to item No. 2.0 of the National Budget Circular No. 514 dated December 5, 2007, DBM expressly provided for the coverage specifically available to the following personnel of DepEd to wit:

"2.0 COVERAGE

These guidelines shall apply to the following personnel of the Department of Education:

- 2.1 Classroom teachers in elementary and secondary schools and school heads/administrators assigned to hardship post;
 - 2.2 Multi-grade teachers;
 - 2.3 Mobile teachers; and
 - 2.4 Non-formal Education or Alternative Learning System (ALS) coordinators."
5. As expressly defined in the said circular, Special Hardship Allowance (SHA) refers to the allowance granted to qualified teachers under the following situations: (1) being assigned to a hardship post; (2) performing multi-grade teaching; (3) carrying out mobile teaching functions; or (4) performing functions of non-formal education (now Alternative Learning System) coordinators. The qualified teachers may either be resident or transient having regular or temporary appointment.
6. In expressly providing for its definition, the circular specifically characterized that a Hardship Post (HP) for the purpose of granting SHA refers to public schools or community learning centers located in areas characterized by extraordinarily hard, uncomfortable and extreme difficulties in any of the following conditions:

"3.3.2 Transport Inaccessibility:

- Accessible only by hiking, animal ride, banca ride, or other unusual/irregular means of transportation, partly or wholly from the nearest point of available regular motorized land/water transport (minimum distance of 5 km)





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3.3.3 Difficulty of Situation

- Place declared calamitous by the President based on National Disaster Coordinating Council (NDCC) recommendation
 - Involves hazards to life, including exposures to armed conflict, to be determined by the Schools Division Superintendent (SDS)
 - Inconvenience of travel due to dangerous terrain, isolation and extreme weather condition to be determined by the SDS;
7. This memorandum has been issued for the purpose of complying with the foregoing determination to be ascertained based from the lists that the School Heads are to submit should there be teachers qualified within the parameters provided by the specific guidelines;
8. All concerned are enjoined to immediately comply to this memorandum as it is the primary concern of this Office to ascertain that employees' welfare is always guarded and mandated obligations are provided in due time;
9. Compliance shall be coursed by submitting the list of qualified employees not later than January 22, 2021 via email, bulacan@deped.gov.ph and hard copy to be received at the records section including attached requirements;
10. Immediate dissemination and strict compliance is directed.

Malolos City, Bulacan, January 18, 2021.


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