



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

16 Jun 2025

DIVISION MEMORANDUM

SGOD-2025-091

SUBMISSION OF WORKING PAPERS FOR SPECIAL HARDSHIP ALLOWANCE
FOR QUALIFIED EMPLOYEE FOR CY 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads

1. Pursuant to Department of Budget and Management (DBM) and Department of Education (DepEd) Joint Circular No. 1, s. 2021 titled revised Guidelines on the Grant of Special Hardship Allowance (SHA), DepEd issued DepEd Order (DO) No. 39, s. 2021 titled Guidelines on the Provision of Special Hardship Allowance for Public School Teachers which established the use of Hardship Index (HI) for schools to identify hardship post adopted DO 017, s. 2023 as the prevailing guidelines for SHA implementation for FY 2025 or until the issuance of a new policy on this matter.
2. DM – OUHROD-2025 – 1060 dated April 25, 2025, stated and re-affirmed the validity of list of identified schools as current guidelines for FY 2025 SHA.
3. The following public-school teachers are eligible for the provision of Special Hardship Allowance (SHA):
 - a. All teachers in elementary and secondary schools in hardship post as determined by hardship index by Central Office.
 - b. Multi grade teachers in a pure multigrade school.
 - c. Mobile teachers, and Alternative Learning System (ALS) coordinators handing ALS classes.
 - d. School Heads assigned in hardship post or pure multigrade schools.

Hardship Index (HI) – refers to any number from 0 to 1 representing the degree of hardship of a particular school combining all the variables identified as hardship factors: time and cost of transportation from school to School Division Office (SDO), human violence, availability of temporary learning spaces, level of poverty, availability of temporary learning spaces, level of poverty, and availability of basic amenities (e.g. telecommunications, water and electricity services). The closer the value the index to 1, the higher the degree of difficulty of the school situation.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Hardship post – refers to workstation (Public School/Community Learning Center) located in areas characterized hard, uncomfortable and extreme difficulties based on the hardship factors measure by HI.

Multigrade teachers – refers to a public-school teacher handling combined class of two or more grade levels

Pure Multigrade (MG) Schools – refer to a school that solely offers combined classes of two or more grade level except for kindergarten.

ALS Mobile Teacher - refers to specialized public school teacher conducting learning session using the alternative delivery mode whose duties require movement from one station to another in depressed, disadvantages & underserved communities.

District ALS Coordinator (DALSC) refers to the public-school teacher who is officially designated by the School Division Superintendent (SDS) to perform coordination functions for the ALS Program in addition to his/her regular duties as learning facilitator.

Identified schools for SHA and Pure Multigrade are required to submit Special Hardship Allowance Working Papers for consolidation. (Note: A Kindergarten teacher assigned in pure multi-grade (MG) schools but solely handles Kindergarten class (mono-grade class) is not qualified to receive SHA, as per definition, MG teacher refers to a teacher handling a combined class of two or more grade levels.)

WORKING PAPERS FOR SPECIAL HARDSHIP ALLOWANCE FOR CY 2024 template will be posted in Planning Office Facebook account (Deped Sarangani – Planning & Research Unit) and submission of soft copy and Notarized hard copy is on or before September 5, 2025, for consolidation. (Note: Employees who failed to comply on or before September 5, 2025, will not be included for computation of SHA CY 2025.)

The Covered Months for SHA 2025 is from September 16, 2024, to August 29, 2025, where only actual days reported physically in schools shall be counted on number of days as per guidelines. (Note: tardiness or under-time of 4 hours or more shall be considered as half day -0.5 day. Take note that summer breaks are not included in the computation of SHA. Teachers do not experience hardship going in and out of the school during WFH, holidays, attending seminars/trainings in another venue, and/or on leave, are not also included in SHA computation.)

Please be reminded that any form of data manipulation/falsification is punishable by law and will be meted administrative which may involve dismissal from the service.

In relation to this, identified schools are encouraged to attend a short meeting on **June 27, 2025, at New Conference room** at exactly 8am.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

For those schools not identified by Central Office for SHA, concerned schools will write a letter of appeal addressed to SDS signifying the school is qualified and deserve for SHA with school data on Hardship Factors such as the following:

1. Travel Cost to Division (One way only) in pesos
2. Travel Time to Division (in Minutes one way only)
3. Poverty incidence
Poverty Incidence as per year 2018
 - a. Alabel – 29.2
 - b. Glan – 39.3
 - c. Malapatan – 45.7
 - d. Maasim – 41.9
 - e. Kiamba – 33.4
 - f. Maitum – 38.6
 - g. Malungon – 48.31
4. Violent Acts (supported by any Police blotter or any related certification from military personnel or Barangay for covered School Year)
5. No Electricity
6. No water
7. No internet access
8. With existing temporary learning space

The SDO-Planning Officer shall evaluate the letter request, compute for the HI and do validation activities, if necessary, with-in 5-10 working days upon receipt of letter request with hardship factors (upon posting of Memo on SHA 2025).

If the school has met the HI cut-off, the school shall be recommended as a hardship post, subject to the pre-approval of the SDS and availability of funds.

If the school has met the HI cut-off (0.36), the school shall be recommended as a hardship post, subject to the pre-approval of the SDS and availability of funds.

For inquiries and clarifications, you may contact Bualan Abid Jr. at 0928-438-2483.

For your information, dissemination and strict compliance of this memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Reference: N o n e

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

FORMS

AAD/SGOD/MLA – submission of working papers for special
hardship

allowance for qualified employee for cy 2025
0510/June 16, 2025



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Central Office List of identified schools for SHA CY 2025 are the following:

Alabel Municipality :

1. Dalid ES
2. Mahayag ES
3. Paco ES
4. Tinungkaan ES
5. Ulo Latian ES
6. Ulo Tubay ES
7. Datal Anggas IS
8. Kibac IS

Glan Municipality:

1. F. Bartulaba IS
2. E. Alegado IS
3. Kaltuad IS
4. Lanao Kapanglao IS
5. Lao ES
6. Segafu Esgafu IS
7. Lumigo IS
8. EDSA IS
9. Tamala ES
10. Banlas IS
11. Kiaol ES
12. Pio L. Siao ES

Kiamba Municipality:

1. Banate IP School
2. Falel Kesbung IPS with annex school
3. Green Valley IS with annex school

Maasim Municipality :

1. Bongo IS
2. Lamlabong IS
3. Ludin Logan IP School with annex school
4. Cabansal Larry IPS
5. Datal Basak IPS

Maitum Municipality:

1. Angko ES
2. Wata-wanan IPS
3. Sitio Narra ES

Malapatan Municipality:

1. Akbual ES
2. Alna IP School
3. Alyeng IP School
4. Del Hilado ES with Annex school



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

5. Gnanda P. Maguan IP School
6. Dolores Yatoy Millona IS
7. Pitak ES
8. Rancho ES
9. Tusan IP School
10. Sitio Lanao IPS
11. Kiahe IS

Malungon Municipality:

1. Datu Montong Cawag IPS
2. Fermin Olong PS
3. Fye Falel IPS
4. Kalbangan ES
5. Kanyugan ES
6. Kidengen ES
7. Laginan IS
8. Lamlangil ES
9. Nian IS
10. Dalamuan IS
11. Danao IS
12. Tandawanan IS

List of Pure Multigrade for SHA CY 2024 (September 16, 2024, to August 29, 2025)

Alabel Municipality:

1. Likon ES (Pure Multigrade)
2. Basak ES (Pure Multigrade)

Glan Municipality:

1. Malatabon ES (Pure Multigrade)
2. Dlama ES (Pure Multigrade)
3. Gambaan Annex-Del Neri (Pure Multigrade)

Malungon Municipality:

1. Baliton ES (Pure Multigrade)
2. Kibawalan ES (Pure Multigrade)
3. Lamlinol ES (Pure Multigrade)
4. Mateo ES (Pure Multigrade)
5. Kibawalan ES (Pure Multigrade)
6. Osmena ES (Pure Multigrade)