



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

**14 Jul 2025**

**DIVISION MEMORANDUM**  
SGOD-2025-110

SUBMISSION OF CERTIFIED CORRECT PHOTOCOPY OF DTR LOGSHEET FOR  
ATTACHMENTS OF THE WORKING PAPERS FOR SPECIAL HARDSHIP  
ALLOWANCE CY 2025

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Concerned Public Elementary and Secondary Schoolheads

1. To fast-track the validation of actual days reported by the qualified recipients of Special Hardship Allowance 2025, the Planning and Research Office requires the identified schools to submit a certified photocopy of DTR log sheet of the following covered months with deadline of submission.

COVERED MONTHS	DEADLINE OF SUBMISSION
September – December 2024 January – June 2025	July 15, 2025
July 2025	August 1, 2025
August 2025	September 1, 2025

2. This is mandatory to have transparent and validated actual days reported to a certain station.
3. Please be reminded that any form of data alteration, manipulation or falsification is punishable by law and will be met with administrative action, which may involve dismissal from the service.
4. In relation to this, please be informed that Amado M. Quirit, Sr. National High School of Malapatan 3 District is eligible for the 2025 Special Hardship Allowance.
5. For inquiries, contact Bualan Y. Abid Jr. at 0928-438-2483.
6. For your information, dissemination and strict compliance of this memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e



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Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

**REPORTS**

AAD/SGOD/MLA – submission of certified correct photocopy of dtr logsheet for attachments  
of the working papers for special hardship allowance cy 2025  
0605/July 14, 2025