



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM  
 NO. 164, s. 2021

MAY 21, 2021

To : **SELECTED SDO PERSONNEL WITH CONCERNS TO THE RELEASE OF SPECIAL HARDSHIP ALLOWANCE (SHA)**

From : **BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent

Subject: : **ONLINE ORIENTATION RE: NEW GUIDELINES ON THE GRANT OF THE SPECIAL HARDSHIP ALLOWANCE BY THE CENTRAL OFFICE**

Date : **MAY 25, 2021**

1. In compliance to DM-PHROD-2021-0372 dated May 14, 2021 from the Office of the Undersecretary - Planning, Human Resource and Organizational Development, SDO Abra will be conducting a joint **Online Orientation Re: New Guidelines on the Grant of the Special Hardship Allowance (SHA) by the Central office on May 25, 2021 (08:00 am to 05:00 pm).**

2. The objective of this orientation are the following:
- a. To orient all participants on the *DBM-DepEd Joint Circular on the Revised Guidelines on the Grant of Special Hardship Allowance (SHA).*
  - b. To update all participants on the details of new guidelines such as the hardship index (HI), the schools identified as hardship posts, the budget allocation and release, and other procedural guidelines.

3. The participants of this activity are as follows:

NO.	NAME	POSITION
1	BOLANTE, CELIA S.	Accountant III
2	BATONDO, ELMER V.	AO V
3	PASCUA, JANET B.	AO V



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4	CABUTAJE, GEMMA B.	AO IV
5	BORJA, MARLOU B.	ITO
6	CENTENO, LOURDES S.	AO II
7	BALUBAR, JONA A.	ADAS III - District Bookkeeper
8	BELISARIO, JANINE B.	ADAS III - Payroll Section
9	BERMUDEZ, ANGELICA P.	ADAS III - Accounting
10	LAZARO, JOEY B.	PSDS

4. The venue of this activity shall be at **QMS Room – Library Hub of SDO Abra.**
5. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. AM & PM snacks and lunch will be provided to all participants.
6. One representative from the Finance Unit and one representative from the Personnel Unit will register on the online attendance from the Central Office and join the MS Teams orientation through **bit.ly/SHAOrientationBatch1**. The orientation will be projected with the help of our ITO for the rest of the participants.
7. Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.
8. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent

OSDS / ACCTG / CSB / DM - ONLINE ORIENTATION RE: NEW GUIDELINES ON THE GRANT OF THE SPECIAL HARDSHIP ALLOWANCE BY THE CENTRAL OFFICE



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