



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

RELEASED
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 DEPED ABRA TIME

DIVISION MEMORANDUM
 NO. 521, s. 2021

September 29, 2021

ONLINE ORIENTATION ON THE GUIDELINES ON THE PROVISION OF THE SPECIAL HARDSHIP ALLOWANCE FOR PUBLIC SCHOOL TEACHERS TO BE CONDUCTED BY THE CENTRAL OFFICE

To : ASDS
 CID Chief
 1 Representative of EPS
 1 Representative of PSDS
 Planning Officer
 Accountant III
 AO V (Budget)
 AO V (Admin.)
 AO IV (Personnel)
 AO II (Personnel)
 ITO
 Administrative Assistants from the Accounting Section and Personnel Section

1. In compliance to DM-HROD-2021-0208 dated September 23, 2021 from the Human Resource and Organizational Development, SDO Abra will be conducting a joint Orientation On The Guidelines On The Provision Of The Special Hardship Allowance For Public School Teachers To Be Conducted By The Central Office on **October 6, 2021 (08:00 am to 12:00 pm)**.

2. The objective of this orientation are the following:

- a. To orient all participants on DepEd Order No. 39, s. 2021 (*Guidelines on the Provision of Special Hardship Allowance to Public School Teachers*); and
- b. to discuss 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	DAYTACA, BENILDA M.	OIC-SDS
2	EGSAEN, SAMULE JR. T.	ASDS
3	BELMES, HEDWIG M.	CID Chief
4	CANNADAY, NARCISO B.	EPS
5	LAZARO, JULIO B.	PSDS
6	DAMIAN, MELDIE B.	Planning Officer
7	BOLANTE, CELIA S.	Accountant III
8	BATONDO, ELMER V.	AO V



9	PASCUA, JANET B.	AO V
10	CABUTAJE, GEMMA B.	AO IV
11	CENTENO, LOURDES S.	AO II
12	BELISARIO, JANINE B.	ADAS III - Personnel Section
13	BERMUDEZ, ANGELICA P.	ADAS III - Accounting Section
14	GALLARDO, NORVHEE JOY B.	ADAS III - Accounting Section
15	BORJA, MARLOU B.	ITO

4. The venue of this activity shall be at **DepEd SDO Abra Conference Hall 2a (3rd Floor)**.
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; one representative from the Personnel Unit; one representative from Curriculum Implementation Division; and one (1) Planning Officer will register on the online attendance form from the Central Office and join the MS Teams orientation through bit.ly/SHAOrientationDOBatch3. 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. LAVINA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC - Office of the Schools Division Superintendent

OSDS / ACCTG / CSB / DM - ONLINE ORIENTATION ON THE GUIDELINES ON THE PROVISION OF THE SPECIAL HARDSHIP ALLOWANCE FOR PUBLIC SCHOOL TEACHERS TO BE CONDUCTED BY THE CENTRAL OFFICE



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