



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

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**UNNUMBERED MEMORANDUM**

**TO :** Assistant Schools Division Superintendents  
Chief-Curriculum Implementation Division (CID)  
Chief-School Governance and Operations Division (SGOD)  
Section Heads  
Public Schools District Supervisors  
School Heads  
All Others Concerned

**FROM :** *marites*  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

**SUBJECT:** **REITERATION AND CLARIFICATION OF THE PROCESS ON ANSWERING THE SURVEY FORM PER DM-OUHROD-2024-0106**

**DATE :** February 16, 2024

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Attached herewith are the Regional Memorandum No. 92 s.2024, Advisory from the Office of the Director, Bureau of Human Resource and Organizational Development and DM-OUHROD-2024-0106 dated January 24, 2024 (**Request for the Accomplishment of the Online Survey on School Hardship Factors for the Special Hardship Allowance**) for compliance of all School Heads not later than February 29, 2024.

For your information and guidance.



DepEd Division  
of Batangas

ICT SECTION

RECEIVED  
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Date: 02/14/2024  
Time: 02:35 PM  
By: ICT CHRYSSEL



Admin-RM-2024-92

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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

BROT

FEB 13, 2024

08 February 2024

**Regional Memorandum**  
No. 92 s.2024

**REITERATION AND CLARIFICATION OF THE PROCESS  
ON ANSWERING THE SURVEY FORM PER  
DM-OUHROD-2024-0106**

To **Schools Division Superintendents  
All Others Concerned**

1. Enclosed herewith is the Advisory signed by DIR. MARIO M. BERMUDEZ, CESO VI, Director III of Bureau of Human Resource and Organizational Development, relative to the issued Memorandum regarding the **request for the accomplishment of the online survey form on School Hardship Factors for the Special Hardship Allowance (SHA)**.
2. Attention is invited to the additional instructions on filling in the survey form stated in the said Advisory.
3. For information and guidance of all concerned.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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DM-OUHROD-2024-0106 – Request for the Accomplishment  
of the Online Survey on School Hardship Factors for the  
Special Hardship Allowance (SHA)

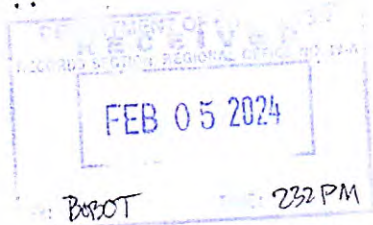
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Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
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Website: depedcalabarzon.ph



Certificate No. PHP QMS  
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Republic of the Philippines  
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

ADVISORY

This has reference to the issued memoranda Re: **DM-OUHROD-2024-0106** with subject **Request for the Accomplishment of the Online Survey on School Hardship Factors for the Special Hardship Allowance (SHA)**, we would like to reiterate and clarify the process of answering the survey form.

Below are the additional instructions on filling-up the survey form:

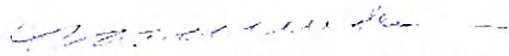
Section / Question	Clarification
C. Information on the Availability and Access to Transportation from School to the Municipal/City Hall	
<ul style="list-style-type: none"> <li>Select a usual mode of travel from school to the municipal/city hall that has jurisdiction to the barangay of your school for the frequently used route for majority of the teachers?</li> </ul>	<ul style="list-style-type: none"> <li>Usual Mode/s of travel means 75%-100% of the time these modes are used.</li> <li>For teachers with more than one (1) usual mode of travel, you may choose "other" as option and indicate all the usual modes of transportation used.</li> <li>For example: For teachers from School A to reach the city/municipal hall, they need to walk for the first 2 kms, and habal-habal for the rest of the travel. Thus, the said school has two (2) usual travel mode (one-way). With this, choose "other" as option and indicate <b>walk and habal-habal</b>.</li> </ul>
<ul style="list-style-type: none"> <li>What is the usual one-way Travel Time (in minutes) from school to the municipal/city hall that has jurisdiction to the barangay of your school using this mode of travel?</li> </ul>	<ul style="list-style-type: none"> <li>Usual one-way Travel time (<i>in minutes</i>) is the accumulated travel time using the usual travel modes.</li> <li>For example, the one-way travel time of the teachers from School A to city/municipal hall are as follows:               <ol style="list-style-type: none"> <li>walk for 30 minutes; and</li> <li>habal-habal for 90 minutes</li> </ol> <p>Thus, the one-way travel time to be inputted should be the accumulated one-way travel time which is 120 minutes.</p> </li> </ul>



<ul style="list-style-type: none"> <li>• What is the usual one-way Travel Cost (in Pesos) from school to the municipal/city hall that has jurisdiction to the barangay of your school using this mode of travel?</li> </ul>	<ul style="list-style-type: none"> <li>• Usual one-way Travel cost (<i>in Pesos</i>) is the accumulated travel cost using the usual travel modes.</li> <li>• For example, the one-way travel cost of the teachers from School A to city/municipal hall are as follows: <ul style="list-style-type: none"> <li>i. walk – No cost; and</li> <li>ii. habal-habal – 200Php</li> </ul> </li> </ul> <p>Thus, the one-way travel cost to be inputted should be the accumulated one-way travel cost which is 200Php.</p>
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For further queries and concerns, please contact the Bureau of Human Resource and Organizational Development -School Effectiveness Division (BHROD-SED) through email at support.sha@deped.gov.ph or via landline at (02) 8633-5397.

For your information and guidance.

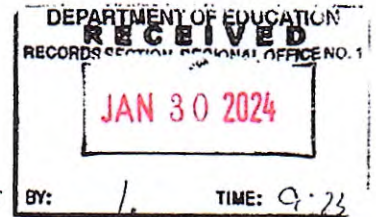
  
**MARIO M. BERMUDEZ, CESO VI**  
 Director III  
 Bureau of Human Resource and Organizational Development



Republika ng Pilipinas

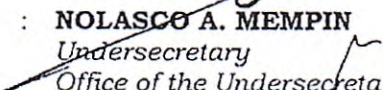
## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

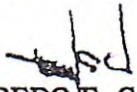


**MEMORANDUM**  
**DM-OUHROD-2024-0106**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC SCHOOL DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**  **NOLASCO A. MEMPIN**  
*Undersecretary*  
*Office of the Undersecretary for Administration*



  
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** REQUEST FOR THE ACCOMPLISHMENT OF THE ONLINE SURVEY ON SCHOOL HARDSHIP FACTORS FOR THE SPECIAL HARDSHIP ALLOWANCE (SHA)

**DATE :** 24 January 2024

The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHRD-SED), has partnered with UNICEF to conduct a joint study that will review and evaluate the implementation of the Special Hardship Allowance (SHA) Policy through Department Order 039, s. 2021 and Department Order 017 s. 2023. Among the goals of the joint study are to review the SHA inclusion and exclusion criteria and identify the school hardship factors that will comprise the Hardship Index (HI). The HI is the targeting system used for identifying hardship posts. The result of the study shall be the basis for the development of new guidelines for the provision of SHA to eligible teachers starting in FY 2024.

In this regard, BHRD-SED together with the Planning Service - Education Management Information System Division (PS-EMISD), developed a data collection tool that aims to gather relevant data on the geographical characteristics of all public schools. This data shall augment the current DepEd

data in the Basic Education Information System (BEIS) on school characteristics and Philippine Statistics Authority data to provide a more holistic account of the situation of all public schools. Kindly note that the data to be collected in this survey will be used for SHA policy revision and is not part of the annual BEIS school data collection.

All School Heads are requested to complete the survey through this link: [bit.ly/2024SHASurvey](https://bit.ly/2024SHASurvey)

Only School Heads in schools with official *SCHOOL ID* shall answer the survey. If a school head is assigned to a cluster of schools, there should be one (1) data entry per school. Kindly ensure the correctness of the data as this will serve as the school's final data for analysis and finalization of the hardship index. Thus, no further validation is to be conducted.

Further, we request the assistance of Division Planning Officers and Public-School District Supervisors (PSDS) to ensure the dissemination and accomplishment of the online survey by the school heads **on or before February 29, 2024**. A regular monitoring session with the Division Planning Officers to check the school submission rate shall be undertaken.

For further concerns and clarifications, you may contact BHRD-SED through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph), copy furnished [support.sha@deped.gov.ph](mailto:support.sha@deped.gov.ph), or telephone number (02) 8633-5397,