



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 089, s. 2026

JAN 28 2026

**SUBMISSION OF FY 2025 SPECIAL HARDSHIP ALLOWANCE (SHA)  
UTILIZATION REPORT**

TO: Schools Division Superintendents  
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2026-0156 dated January 23, 2026, re: "Submission of FY 2025 Special Hardship Allowance (SHA) Utilization Report" which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

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

BUREAUS AND OFFICES  
POLICY  
GRANT  
PROGRAMS

ASD/PS/AGS/REGIONAL MEMO -Dissemination-Memorandum-Special Hardship Allowance



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Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

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Type of Document:	[DM-OUHROD-2026-0156] SUBMISSION OF FY 2025 SPECIAL HARDSHIP ALLOWANCE (SHA)
Title of Document:	UTILIZATION REPORT

**FROM** **TO**

SDO, FUNCTIONAL DIVISION/UNIT	DATE/TIME	REMARKS	SDO, FUNCTIONAL DIVISION/UNIT (Name and Signature)	DATE/TIME	ACTION TAKEN
ORD - ICT	Date: <u>JANUARY 27, 2026</u> Time: _____	ENDORSE	RECORDS	Date: <u>1-27-26</u> Time: <u>4:49 PM</u>	
RECORDS	Date: <u>1-27-26</u> Time: <u>4:49 PM</u>	DISSEMINATION	af ORD	Date: <u>1/27/26</u> Time: <u>5:28 PM</u>	
ORD	Date: <u>1/28/26</u> Time: <u>9:20 AM</u>		Admin	Date: _____ Time: _____	
	Date: _____ Time: _____			Date: _____ Time: _____	
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## [DM-OUHROD-2026-0156] SUBMISSION OF FY 2025 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT

From Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) &lt;usec.hrod@deped.gov.ph&gt;

Date Tue 1/27/2026 3:42 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>

Cc Office of the Secretary <osec@deped.gov.ph>; Mave-ryn Jade Balean <maverynjade.balean@deped.gov.ph>; BHROD School Effectiveness Division <bhrod.sed@deped.gov.ph>; SCHOOL EFFECTIVENESS DIVISION - SPECIAL HARDSHIP ALLOWANCE <support.sha@deped.gov.ph>; Rizza Buiza <rizza.buiza@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Rachel Malate <rachel.malate001@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Myrben Paul Baclig <myrben.baclig@deped.gov.ph>; Marck Eric Jhon Esole <marck.esole@deped.gov.ph>

1 attachment (394 KB)

[DM-OUHROD-2026-0156] SUBMISSION OF FY 2025 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT.pdf

**Dear ALL REGIONAL DIRECTORS, ALL SCHOOLS DIVISION SUPERINTENDENTS and ALL OTHERS CONCERNED,**

In accordance with Department Order No. 039, s. 2021, *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers*, issued on 22 September 2021, the Schools Division Offices (SDO) through the Regional Offices (RO) are hereby instructed to submit the SHA Utilization Report for FY 2025 **on or before February 27, 2026.**

The submission of the utilization report is essential for the **monitoring and evaluation of the implementation of the SHA** in the field particularly on budget utilization, recipient coverage and compliance with the current policy guidelines.

Please refer to **Annex A** for the detailed submission instructions. All concerned are advised to strictly observe and follow the prescribed submission process.

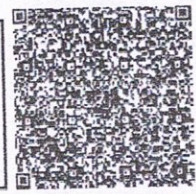
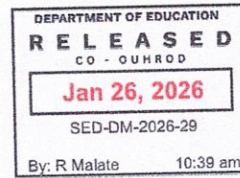
For clarifications or concerns, please contact **Ms. Mave-ryn Jade Balean** of BHROD-SED via email at [support.sha@deped.gov.ph](mailto:support.sha@deped.gov.ph) or through the landline at (02) 8633-5397.

For immediate and appropriate action.



Office of the Undersecretary for Human Resource  
and Organizational Development (OUHROD)  
Tel. No.: (02) 8633-7206 | Telefax No.: (02) 8631-8494  
DEPARTMENT OF EDUCATION  
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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

**DM-OUHROD-2026-0156**

**TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development and Infrastructure*

E-signed by  
Wilfredo Cabral  
1/23/2026, 9:13:12 PM

**SUBJECT : SUBMISSION OF FY 2025 SPECIAL HARDSHIP ALLOWANCE (SHA) UTILIZATION REPORT**

**DATE : 23 January 2026**

In accordance with Department Order No. 039, s. 2021, *Guidelines on the Provision of Special Hardship Allowance for Public School Teachers*, issued on 22 September 2021, the Schools Division Offices (SDO) through the Regional Offices (RO) are hereby instructed to submit the SHA Utilization Report for FY 2025 **on or before February 27, 2026**.

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For clarifications or concerns, please contact **Ms. Mave-ryn Jade Balean** of BHROD-SED via email at [support.sha@deped.gov.ph](mailto:support.sha@deped.gov.ph) or through the landline at (02) 8633-5397.

For immediate and appropriate action.

**Copy furnished:** *Office of the Secretary*



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Effectivity	03.23.23	Page	1 of 2



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## Instructions for the accomplishment and submission of the FY 2025 SHA Utilization Report:

### Schools Division Office

1. Download and use the prescribed template accessible in this link: <https://tinyurl.com/SHAFY2025-SDOTemplate> for SDOs.
2. Refer to the **SHA Utilization Report Quick Guide** for assistance in accomplishing the report.
3. Avoid any alteration or modification of the template (*i.e., column deletion, merging, etc.*).
4. Accomplish the template completely and correctly, ensuring that all required fields are filled out.
5. Ensure that there is **no duplicate data entry** in the report.
6. Avoid adding irrelevant columns or additional data not found in the template.
7. **SDO Personnel/HRMOs** shall submit the reports **ONLY TO REGIONAL OFFICE** for consolidation **on or before February 20, 2026**:
  - a. **Scanned copy** of the SDO Utilization report which is **duly signed by the Schools Division Superintendent**; and
  - b. Editable Excel File (not necessarily signed) of the SDO Utilization report.
8. **BHROD-SED will NOT CONSIDER INDIVIDUAL SUBMISSIONS from the SDOs.**

### Regional Office

1. Download and use the prescribed consolidator template accessible in this link: <https://tinyurl.com/SHAFY2025-ROTemplate> for ROs.
2. Ensure SDO submitted reports are accurate and complete, with no duplicates, missing field entries, or wrong data inputs.
3. Kindly refer to the *SHA Utilization Report Quick Guide* for consolidation and checking of reports.
4. In cases where there are concerns in the submitted SDO reports, the RO shall immediately notify the concerned division for appropriate action.
5. The following are the documents to be submitted by ROs:
  - a. Editable Excel File (not necessarily signed) of the RO Utilization report using the consolidation template saved in xls format
  - b. PDF file of RO Utilization report duly signed by the Regional Director
6. **RO Personnel/HRMOs shall submit the consolidated reports following the required format through this link: <http://tinyurl.com/SHAFY2025-ROSubmissionForm>. Please ensure to use your Microsoft 365 accounts.**
7. Reports that are incomplete or contain errors shall not be considered officially received.
8. The utilization report should be submitted to BHROD-SED on or before **on or before February 27, 2026**