



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
 SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 040, s. 2024

FEB 06 2024

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

To: OIC - Asst. Schools Division Superintendent
 Chiefs, CID & SGOD
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. The Department of Education (DepEd) Central Office, through the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED), has partnered with UNICEF to review and evaluate the implementation of the Special Hardship Allowance (SHA) Policy, through DepEd Order No. 39, s. 2021, titled *Guidelines on the Provision of Special Hardship Allowance (SHA) for Public School Teachers* and DepEd Order No. 17, s. 2023, titled *Amended Guidelines on the Provision of Special Hardship Allowance for Public School Teachers*, specifically the inclusion and exclusion criteria and identify the school hardship factors that will comprise the Hardship Index (HI). The HI is 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.

2. In this connection, **all School Heads of schools with official SCHOOL ID** are requested to complete the survey through this link: bit.ly/2024SHASurvey **on or before February 29, 2024**. If a School Head is assigned to a cluster of schools, there should be one (1) data entry per school. **School Heads shall 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.

3. Below are the additional instructions on filling-up the online 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"> Select a usual mode of travel from school to the municipal/city hall that has jurisdiction to the | <ul style="list-style-type: none"> Usual Mode/s of travel means 75%-100% of the time these modes are used. |





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|---|---|
| <p>barangay of your school for the frequently used route for majority of the teachers?</p> | <ul style="list-style-type: none"> 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. 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 walk and habal-habal. |
| <ul style="list-style-type: none"> 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? | <ul style="list-style-type: none"> Usual one-way Travel time (in minutes) is the accumulated travel time using the usual travel modes. 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"> walk for 30 minutes; and habal-habal for 90 minutes <p>Thus, the one-way travel time to be inputted should be the accumulated one-way travel time which is 120 minutes.</p> |
| <ul style="list-style-type: none"> 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? | <ul style="list-style-type: none"> Usual one-way Travel cost (in Pesos) is the accumulated travel cost using the usual travel modes. For example, the one-way travel cost of the teachers from School A to city/municipal hall are as follows: <ol style="list-style-type: none"> walk – No cost; and habal-habal – 200Php <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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3. Moreover, the Division Planning Officer and Public School District Supervisors shall ensure the speedy dissemination, completion, and monitoring of the online survey.
4. Strict compliance of the School Heads with and immediate and wide dissemination of this Memorandum are desired.

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Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent