

Finance-RM-2023-524

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


01 September 2023

**Regional Memorandum**  
No.524 s.2023

**SUBMISSION OF REQUIRED DOCUMENTS FOR PAYMENT  
OF FY 2023 SPECIAL HARDSHIP ALLOWANCE FOR  
SCHOOLS DIVISION OFFICES (SDOs)**

To **Schools Division Superintendents**

1. In reference to DepEd Order No. 17, 2023 dated July 19, 2023, Amendment to DepEd Order 039, s. 2021, Guidelines on the Provision of Special Hardship Allowance for Public School Teachers, the Finance Division requires all Schools Division Offices including all implementing units on the following:
  - Submit hard copy of the request for hardship allowance per Revised Annex A (DO No. 17, s. 2023) on the updated list of hardship post schools of eligible teachers for FY 2023 with HI of 0.33 and above;
  - Attach copy of payroll of eligible teachers to receive the FY 2023 SHA using the attached template.
2. Please submit your request through email at [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph) and hard copy duly signed by your respective Schools Division Superintendent not later than September 8, 2023.
3. For compliance.

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

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