



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



Admin-RM-2024-92

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

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

08/ROA3



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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">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?	<ul style="list-style-type: none">Usual Mode/s of travel means 75%-100% of the time these modes are used.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:<ul style="list-style-type: none">i. walk for 30 minutes; andii. 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 (<i>in Pesos</i>) 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: <ul style="list-style-type: none"> i. walk – No cost; and ii. 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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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