



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



09 May 2025

**REGIONAL MEMORANDUM**  
No. 323, 2025

**DISSEMINATION OF DM-OUHROD-2025-1157 "REQUEST FOR COMMENTS ON THE DRAFT REVISED SPECIAL HARDSHIP ALLOWANCE(SHA) POLICY"**

To: Assistant Regional Director  
Schools Division Superintendents  
All Divisions  
All Others Concerned

1. Attached is Memorandum **DM-OUHROD-2025-1157**, titled **"REQUEST FOR COMMENTS ON THE DRAFT REVISED SPECIAL HARDSHIP ALLOWANCE (SHA) POLICY."**
2. In relation to the aforementioned memorandum, all Schools Division Offices are requested to **review** the draft DepEd Order on SHA and submit their **comments and concurrence** in both **Excel and PDF formats** to the Regional Office **no later than May 16, 2025**.
3. To ensure the timely submission of reports, please ensure that all comments and inputs are received by the Regional Office **prior to the deadline**. This will allow sufficient time for consolidation and preparation for submission to the Central Office.
4. For information, guidance and compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

ASD/PS/msc  
DM-OUHROD-2025-1157



Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025- 1157**

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

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

**SUBJECT : REQUEST FOR COMMENTS ON THE DRAFT REVISED  
SPECIAL HARDSHIP ALLOWANCE (SHA) POLICY**

**DATE : 06 May 2025**

The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), is currently undertaking the amendment of the Special Hardship Allowance (SHA) policy in partnership with the United Nations Children's Fund (UNICEF).

In support of this effort, the Regional and Division Planning Officers, through coordination with Planning Service-Educational Management Information Systems Division (PS-EMISD) and BHROD-SED, are currently conducting school data validation activities that will inform the recalculation of HI scores across all schools.

Further, the BHROD-SED previously conducted consultation workshops with select Planning Officers, Finance, and Personnel Officers to review the current policy provisions and propose necessary changes. The identified suggestions concentrated on the eligibility criteria, set of hardship variables, and the presence of an appeal mechanism for schools' inclusion as hardship post.

In this regard, may we kindly request your review and concurrence on the draft DepEd Order on SHA. For submission of inputs, please refer to the following:

1. Kindly use the prescribed template to provide your comments and inputs, accessible in the assigned links below:



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Region	Link
CAR	<a href="http://bit.ly/CAR-InputsSHA-DP">bit.ly/CAR-InputsSHA-DP</a>
NCR	<a href="http://bit.ly/NCR-InputsSHA-DP">bit.ly/NCR-InputsSHA-DP</a>
Region I	<a href="http://bit.ly/R1-InputsSHA-DP">bit.ly/R1-InputsSHA-DP</a>
Region II	<a href="http://bit.ly/R2-InputsSHA-DP">bit.ly/R2-InputsSHA-DP</a>
Region III	<a href="http://bit.ly/R3-InputsSHA-DP">bit.ly/R3-InputsSHA-DP</a>
Region IV-A	<a href="http://bit.ly/R4A-InputsSHA-DP">bit.ly/R4A-InputsSHA-DP</a>
Region IV-B	<a href="http://bit.ly/R4B-InputsSHA-DP">bit.ly/R4B-InputsSHA-DP</a>
Region V	<a href="http://bit.ly/R5-InputsSHA-DP">bit.ly/R5-InputsSHA-DP</a>
Region VI	<a href="http://bit.ly/R6-InputsSHA-DP">bit.ly/R6-InputsSHA-DP</a>
Region VII	<a href="http://bit.ly/R7-InputsSHA-DP">bit.ly/R7-InputsSHA-DP</a>
Region VIII	<a href="http://bit.ly/R8-InputsSHA-DP">bit.ly/R8-InputsSHA-DP</a>
Region IX	<a href="http://bit.ly/R9-InputsSHA-DP">bit.ly/R9-InputsSHA-DP</a>
Region X	<a href="http://bit.ly/R10-InputsSHA-DP">bit.ly/R10-InputsSHA-DP</a>
Region XI	<a href="http://bit.ly/R11-InputsSHA-DP">bit.ly/R11-InputsSHA-DP</a>
Region XII	<a href="http://bit.ly/R12-InputsSHA-DP">bit.ly/R12-InputsSHA-DP</a>
CARAGA	<a href="http://bit.ly/CARAGA-InputsSHA-DP">bit.ly/CARAGA-InputsSHA-DP</a>

2. All Schools Division Offices (SDOs) are required to download the provided template and submit their inputs in both Excel (.xlsx) and PDF formats to the Regional Office (RO) for consolidation no later than **16 May 2025**.
3. The ROs shall consolidate all comments from their respective SDOs and input them through the designated link provided above. In addition, ROs must submit the signed PDF copy to BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph), with a copy furnished to [support.sha@deped.gov.ph](mailto:support.sha@deped.gov.ph) **on or before 30 May 2025**.
4. Please be advised that all documents in pdf format must be affixed with the signature of Schools Division Superintendents (SDS) for submission to RO, and the signature of the Regional Director (RD) for the consolidated submission to BHROD-SED. This is required to signify the official submission of the documents.

**Please note that the draft remains subject to the standard policy development process and, as such, should be treated as confidential and not disseminated in the field at this stage.**

For further inquiries, please contact BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline at **(02) 8633-5397**.

Your timely input and continued support are highly appreciated.

**Copy furnished:**

*Office of the Secretary  
Office of the Undersecretary for Field Operations*



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