



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

13 May 2025

DIVISION MEMORANDUM
No. 435, s. 2025

**SUBMISSION OF DATA FOR THE COMPUTATION OF THE
HARDSHIP INDEX IN RELATION TO THE REVISED SPECIAL
HARDSHIP ALLOWANCE (SHA) POLICY**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of the District
Public School Heads
All Others Concerned

1. In reference to Memorandum DM-OUHROD-2025-0846 dated April 2, 2025; Regional Memorandum No. 588, s. 2025 dated May 6, 2025, and Division Memorandum No. 462, s. 2025, dated April 14, 2025, on the validation of school data for the computation of the Hardship Index in relation to the Revised Special Hardship Allowance (SHA) Policy, this office informs all schools of the submission of the school data and certification to Division Special Hardship Allowance Composite Team through School Governance and Operation Division – Planning and Research Unit on or before **May 23, 2025**.
2. The school heads or school representatives are directed to submit the accomplished and signed PDF certification to SGOD-Planning and Research Unit through the link: **<https://bit.ly/SHACertSub>**.
3. The downloadable Word File of the attached Certification is available at: **<http://bit.ly/42Xiw2V>**
4. Expenses relative to the conduct of the above-mentioned activity shall be charged against Division / School MOOE / local and other eligible sources of funds subject to relevant accounting, budgeting and auditing rules and regulations.
5. For information, guidance and **strict** compliance


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

CERTIFICATION

This is to certify that below are the true and correct school's data/information for the computation of the hardship index in relation to the revised Special Hardship Allowance (SHA) policy.

| TRAVEL DETAILS AND HARDSHIP FACTORS | |
|--|--|
| One-way Travel Cost (in Peso) from School to City/Town Center (City/Municipal Hall) | |
| One-way Travel Time (in minutes) from School to City/Town Center (City/Municipal Hall) | |
| Distance in Kilometer from School to City/Town Center (City/Municipal Hall) | |
| Occurrence of violent acts in the school or within the community for the current School year (1 if with occurrence/s; 0 otherwise) | |
| Route to school (1 if passing through difficult terrain or passing through body of water without bridge such as sea and river; 0 otherwise) | |
| Location of the school (1 if on top of a mountain, on a small island, near a coastline or near a fault line; 0 otherwise) | |
| Use of temporary learning spaces to conduct class/es (1 if Yes; 0 if No) | |
| With Electricity (1 if Yes (Grid); 0 if none or off-grid) | |
| With Water (1 if Yes (piped water source, deep-well or natural source/pump); 0 if no water source or not piped, deep-well or natural source/pump) | |
| With Internet Connectivity (1 if the school has subscribed to an internet service provider such as Smart, PLDT, Globe, Converge, Starlink, etc.; 0 if none or only uses mobile data) | |

Given this ____ day of _____, 2025 at _____
_____, _____, Catanduanes.

Certified true and correct:

School Head

School ID No.: _____

School Name: _____

Contact No.: _____