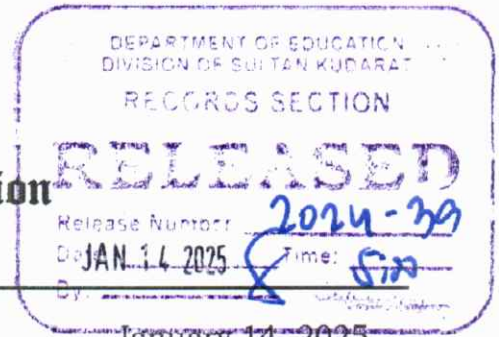




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



OFFICE MEMORANDUM  
OSDS-PSU No. **05**, s. 2025

**CONDUCT OF MEETING FOR THE GRANT OF SPECIAL HARDSHIP ALLOWANCE (SHA)**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Section and Unit Heads  
All Others Concerned  
This Division

1. The Department of Education – Division of Sultan Kudarat, through the SDO - Personnel Section, will conduct a meeting for the grant of Special Hardship Allowance (SHA) on January 15, 2024 (9:00 a.m.) at Kalimudan Hall, Schools Division Office of Sultan Kudarat.
2. This meeting aims to bring together key personnel with critical roles on the process of granting Special Hardship Allowance to address challenges and identify strategies for improvement. The following agenda will be discussed:
  - a. Echo the information from the consultation workshop on the Draft DepEd Order on the Revised Special Hardship Allowance (SHA) Policy.
  - b. Review the Process-flow of the Grant of Special Hardship Allowance;
  - c. Constitute Technical Working Group (TWG); and
  - d. Discuss other matters.
3. The participants for this meeting are the following:
  - SDS
  - ASDS
  - CID Chief
  - SGOD Chief
  - AO V
  - ALS Supervisor
  - Pure MG Coordinator
  - Planning Officer
  - Division Accountant
  - Budget Officer



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisionsk.org>  
Email: [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

---

- Personnel Section
  - Payroll In-charge
4. Meals and Snacks of the participants will be charged to the Division MOOE fund subject to the usual accounting, budgeting and auditing rules and regulations.
5. For queries and clarifications, all concerned may contact **Arlene C. Montero** through contact number 0955-524-8302 or email at [arlene.montero01@deped.gov.ph](mailto:arlene.montero01@deped.gov.ph).
6. For widest and immediate dissemination.

  
**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: As stated

References: DepEd Memorandum No. 045, s. 2024, DepEd Order No. 017, s. 2023 and DepEd Order No. 039, s. 2021

To be indicated in the Perpetual Index under the following subjects:

**GRANT**

**MEETING**

**SPECIAL HARDSHIP ALLOWANCE**

ACM/OSDS-PSU/OM-Conduct of Meeting for the Grant of Special Hardship Allowance (SHA)/January 14, 2025

---



**Address:** Kenram, Isulan, Sultan Kudarat  
**Telephone No.:** (064) 471 1007  
**Website:** <https://divisionsk.org>  
**Email:** [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)