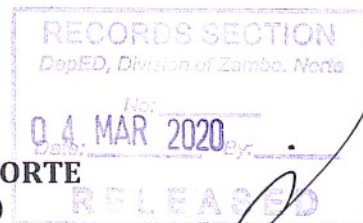




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum

No. 104s. 2020

TO: All Concerned

FROM:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT: **CONDUCT OF SURVEY FOR THE SPECIAL HARDSHIP
ALLOWANCE BASELINE STUDY AND MONITORING OF OTHER
PROGRAMS/POLICIES IMPLEMENTED IN THE SCHOOL LEVEL
BUDGET OF EXPENDITURE**

DATE: March 3, 2020

1. Attached, please find, Regional Memorandum No. 052, s. 2020 relative to the subject activity. Attention is invited to paragraphs 1, 2 & 3, for information and guidance of all concerned;
2. In relation thereto, this Office directs the offices of the Planning Officer, the Budget Officer and the SMM&E SEPS to plan and coordinate with the concerned field personnel the schedule of visit, accommodation, security and safety of visitors;
3. Travel expenses that may be incurred by the concerned DO and field personnel may be charged against SHA funds/local funds, subject to the usual accounting and auditing rules and regulations.
4. Wide dissemination of this Memorandum is desired.

WHI/MEMOSHASURVEY&MONITORING/SGOD-SMME-DM016/03032020



"Be and Do Much Better Each Day with a Sense of Urgency"





Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office IX, Zamboanga Peninsula



Airport Road, Tiguma, Pagadian City

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REGIONAL MEMORANDUM

No. 02, s. 2020

To: All Schools Division Superintendents
All Regional Office Chiefs
All Special Hardship Allowance Coordinators
All Others Concerned

From: ISABELITA M. BORRES, CESO III
Regional Director

Subject: CONDUCT OF SURVEY FOR THE SPECIAL HARDSHIP ALLOWANCE BASELINE STUDY
AND MONITORING OF OTHER PROGRAMS/POLICIES IMPLEMENTED IN THE SCHOOL
LEVEL BUDGET OF EXPENDITURE

Date: February 24, 2020

The Bureau of Human Resource and Organizational Development-School effectiveness Division of DepEd Central Office in coordination with SHA focal person will be conducting the **SURVEY FOR THE SPECIAL HARDSHIP ALLOWANCE BASELINE STUDY AND MONITORING OF OTHER PROGRAMS/POLICIES IMPLEMENTED IN THE SCHOOL LEVEL BUDGET OF EXPENDITURE** on March 9-13, 2020 at Zamboanga Peninsula identified Schools Division Offices: Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay and Zamboanga City.

1. The objectives of this activity are as follows:
 - a. To establish systematic, evidence-based and participatory mechanism in the formulation, adoption, and review of policies, the long-term implementation plan;
 - b. To establish solid baseline data on the current implementation of SHA and provide a basis of comparison for the said evaluation;
 - c. To collect information focusing on SHA and on other policies/programs implemented at the school level; and
 - d. To provide information relative to the school's implementation of PAP's key improvement areas and best practices.
2. Participants in this activity are Central Office personnel, Regional SHA Focal, Planning Officer, Budget Officer and SDOs Planning Officer, SDOs Budget Officer, SEPS Planning & Research, SDOs SBM Coordinator and PPRD Staffs.
3. SDOs Planning Officer is requested to prepare an itinerary of the Schools to be visited in coordination with SHA Focal or SBM Coordinator in your respective Division as to date scheduled. Attached is the sample template of the itinerary. Please email the itinerary prepared at marlyn.doronila@deped.gov.ph cc: herman.hamoy@deped.gov.ph.
4. Board and Lodging, Travel expenses of participants shall be charged to SHA funds downloaded to the region.
5. For clarification and inquiries, all concerned may coordinate with PPRD thru 0917-770-8085 or email at romeo.daligdig@deped.gov.ph.
6. Immediate dissemination and compliance of this memorandum is enjoined.

Annex: 1. Indicative Activity Design

Cc: Functional Division Chiefs, SDOs
File
ORD-NEAP-RM-2019-001
RMD



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**CONDUCT OF SURVEY FOR THE SPECIAL HARDSHIP ALLOWANCE BASELINE
STUDY AND MONITORING OF OTHER PROGRAMS/POLICIES IMPLEMENTED IN
THE SCHOOL LEVEL BUDGET OF EXPENDITURE**

MARCH 9-13, 2020

Indicative Activity Design	
DAY 0 (March 8, 2020)	
8:00 AM - 5:00 PM	Arrival at Zamboanga del Norte
DAY 1 & 2 (March 9-10, 2020)	
8:00 AM - 5:00 PM	Zamboanga del Norte Division
	<ol style="list-style-type: none"> 1. Bacungan (Leon Postigo) District – Murob ES 2. Gutalac District – La Libertad ES 3. Katipunan II District – Singatong ES 4. Labason District – Sibulan Paaralan Ng Buhay 5. Sergio Osmena I District – Antonio Elementary School 6. Siayan District – Mangilay NHS 7. Siayan District – Gonayen ES 8. Siayan District – Diongan Elementary School 9. Sindangan North District – Malubog ES 10. Sindangan South District – Benigno Aquino ES 11. Tampilisan District – Balacbaan ES 12. Tampilisan District – Farmington
DAY 3 (March 11, 2020)	
8:00 AM - 5:00 PM	Zamboanga del Sur Division
	<ol style="list-style-type: none"> 1. Bayog District – Matin-ao ES 2. Bayog District – Upper Paya CP 3. Dimataling District – Mahayag ES 4. Dimataling District- Saloagan ES 5. Josefina District – Litapan ES 6. Kumalarang District – Lantawan CPS 7. Kumalarang District – Mapao CPS 8. Lakewood District – Bal-lao ES 9. Sominot District (Don Mariano Marcos– Subananen Agri. NHS
DAY 4 (March 12, 2020)	
8:00 AM - 5:00 PM	Zamboanga Sibugay Division
	<ol style="list-style-type: none"> 1. Buug District – Bawang ES 2. Tungawan District – Tungawan National High School 3. Tungawan District – Teras ES
DAY 5 (March 13, 2020)	
8:00 AM – 12:00 NN	Zamboanga City Division
	<ol style="list-style-type: none"> 1. Mercedes District – Busay ES 2. Putik District – Pasobolong ES
DAY 6 (March 14, 2020)	
Home Sweet Home	
TEAM COMPOSITION	<p>Lead Team: CO Personnel (6)</p> <p>Co-Lead Team: RO SHA Focal Person – Dr. Romeo M. Daligdig</p> <p>Members: Regional Budget Officer – Lucshil G. Pioquinto</p> <p>OIC-Regional Planning Officer – Marlyn A. Doronila</p> <p>PPRD Staff (3)</p> <p>SDOs Budget Officer</p> <p>SDOs Planning Officer</p> <p>SDOs SEPS, Research</p> <p>SDOs SBM Coordinator</p>

Region - IX, ZAMBOANGA DEL NORTE LIST OF SCHOOLS
For Special Hardship Allowance Baseline Survey
March 9-10, 2020

ITINERARY OF TRAVEL

TEAM	Date	Schools to be visited (Destination)	T I M E		Means of Transportation	Questionnaire	Name of school to sleep for the night
			Departure	Arrival to school			
1	March 9, 2020	Antonino ES - Sergio Osmeña I District	8:00:00 AM	9:20:00 AM	4 wheel vehicle	SHA only	Schools Division of Zamboanga del Norte Office
		Singatong ES - Katipunan II District	11:00:00 AM	12:45:00 PM	4 wheel vehicle	SHA only	
	March 10, 2020						
TEAM	Date	Schools to be visited (Destination)	T I M E		Means of Transportation	Questionnaire	Name of school to sleep for the night
			Departure	Arrival to school			
2	March 9, 2020	Benigno ES - Sindangan South District	8:00:00 AM	11:00:00 AM	4 wheel vehicle	SHA & other PAPs	Sindangan Nat'l Agricultural Shool
		Malubog ES - Sindangan North District	1:45:00 PM	2:45:00 PM	4 wheel vehicle	SHA only	
		Manglay NHS - Siayan District	6:00:00 AM	8:00:00 AM	4 wheel vehicle	SHA only	
		Diongan ES - Siayan District	10:00:00 AM	11:45:00 AM	4 wheel vehicle / motorcycle	SHA & other PAPs	
	March 10, 2020	Gonayen - Siayan District	2:00:00 AM	3:00:00 PM	4 wheel vehicle	SHA only	
TEAM	Date	Schools to be visited (Destination)	T I M E		Means of Transportation	Questionnaire	Name of school to sleep for the night
			Departure	Arrival to school			
	March 9, 2020	Sibulan Paaralan ng Buhay - Labason District	8:00:00 AM	11:45:00 AM	4 wheel vehicle	SHA & other PAPs	Tampilisan NHS
		La Libertad ES - Gutalac I District	2:00:00 PM	2:45:00 PM	4 wheel vehicle	SHA only	
		Balacbaan ES - Tampilisan District	7:00:00 AM	7:30:00 AM	4 wheel vehicle	SHA only	
		Farmington ES - Tampilisan District	9:00:00 AM	9:20:00 AM	4 wheel vehicle	SHA & other PAPs	
	March 10, 2020	Murob ES - Bacungan District	11:45:00 AM	1:20:00 PM	4 wheel vehicle / motorcycle	SHA & other PAPs	