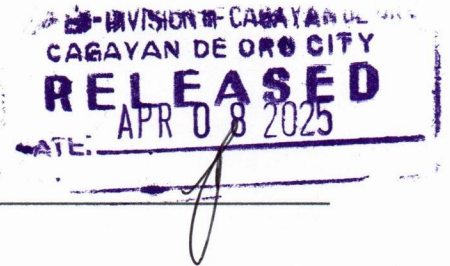




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

07 Apr 2025

DIVISION MEMORANDUM
No. 312 s.2024

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

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Elementary and Secondary Public-School Heads and Principals
This Division

1. The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), is undertaking the policy amendment for the Special Hardship Allowance (SHA) in partnership with the United Nations Children’s Fund (UNICEF). Part of this process is to obtain verified and accurate school data for use in the computation of the Hardship Index (HI) of all schools.

2. In this regard and in line with the efforts to strengthen the accuracy and validity of the school data obtained from the Enhanced Basic Education Information System (EBEIS) School Year 2023-2024, as well as ensuring sound practices in data driven policy development, **we are requesting our field personnel in the Regional and Schools Division Offices to conduct validation activities for the school data.** This undertaking aims to prevent inaccuracies in data such as but not limited to input errors, mismatch, or missing data that will largely impact the determination of hardship posts.

3. Please see the attached **communication** for further information and guidance.

4. To ensure a clear understanding of data requirements and specifications, a virtual technical support meeting will be held on **April 7, 2025, from 9:30 AM to 11:00 AM via MS Teams** with the **Regional and Schools Division Planning Officers (Pos)**. Please limit the meeting attendees to **1(one)** per Region and Schools Division.

5. The meeting link can be accessed at **<https://bit.ly/SHAVValidationROSDO>**.



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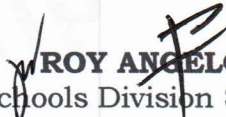
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6. All Regional and Division Planning Officers (POs) are also requested to accomplish the **online registration form** through this link: <https://bit.ly/RegSHADDataValidation> to signify participation.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.

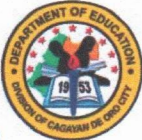
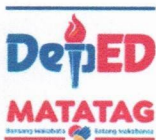

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
MANUALS

COMMUNICATIONS
POLICY

DM007-SGOD-PR-RSM / DIVISION MEMORANDUM
April 07, 2025

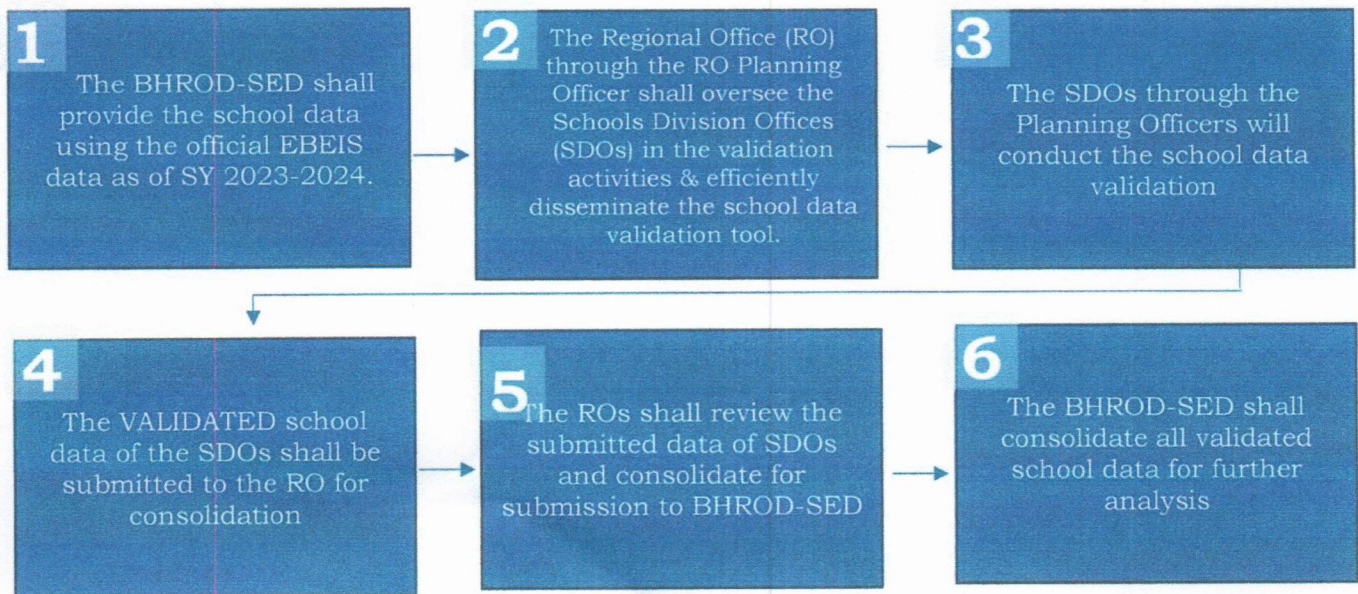


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Annex A

Process Flow for the School Data Validation for the Special Hardship Allowance (SHA)



Personnel and Tasks for School Data Validation

Governance Levels	Office/Persons Involved/Tasks	Timeline
Schools Division Office	SDO Planning Officer • Leads the validation process • Creates mechanism of validation of school data • Provides data on the newly established schools not included in the list • Ensures validity, accuracy and completeness of the school data • Submits duly certified Division data to the RO Schools Division Superintendent • Certifies the validated school data of the SDO Note: The SDO may create composite team to support the validation activities, which will still be led by the SDO PO	April 1 to May 9, 2025

Governance Levels	Office/Persons Involved/Tasks	Timeline
Regional Office	RO Planning Officer •Oversee the validation process of the SDOs •Verifies and consolidates the submission of SDOs •Creates mechanism of validation of school data •Checks the data on the newly established schools not included in the list •Ensures validity, accuracy and completeness of the school data submitted by SDOs •Submits the validated school dataset of the region •For real-time update and easier monitoring of BHROD-SED, the RO POs are instructed to directly input the verified and consolidated school data of SDOs in the data validation tool accessible through the link to be provided by BHROD-SED Regional Director •Certifies the validated school data of the Region Notes: (a) The RO Planning Officers shall only have the sole access to the data validation tool to avoid data contamination or discrepancies. (b) The RO shall submit the signed and certified consolidated school data (in pdf format) to BHROD-SED	May 15, 2025 (Submission of Final validated school data certified by the Regional Director to BHROD-SED)
	BHROD-SED •Provides the school dataset from EBEIS data SY 2023-2024 for field validation	April 2025
Central Office	•Monitors the submission of the validated school data through the link provided to the RO POs	April 2025 – May 2025
	•Consolidates validated school data and prepares for data analysis and HI computation	June 2025