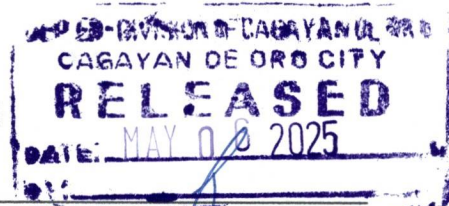




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

5 May 2025

DIVISION MEMORANDUM

No. 367 s.2025

CRUCIAL ANALYSIS AND VALIDATION OF SCHOOL DATA FOR THE
COMPUTATION OF THE HARDSHIP INDEX IN RELATION TO THE REVISED
SPECIAL HARDSHIP ALLOWANCE (SHA) POLICY AND NSBI

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. In reference to the DepEd Order No. 27, s. 2019 Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes and Division Memorandum No. 312, s. 2025 relative to the Computation of the Hardship Index in Relation to the Revised Special Hardship Allowance (SHA) Policy for SY 2024-2025 on Crucial Analysis and Validation of School Data for the Computation of the Hardship Allowance (SHA) Policy and Joint Memorandum on the Guidelines on the National School Building (NSBI).
2. For complete details of the list of participants, checklists, and validation process, please see the attached **Annex A** and **B**.
3. To ensure a clear understanding of data requirements and specifications, a face-to-face meeting will be held on **May 6, 2025, from 8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM** at the **CDONHS-SHS Conference Hall, 8th— 2nd Streets, Nazareth, Cagayan de Oro City**.
4. All public schools are hereby directed to validate their respective school data through the link provided by the Planning Office. **LINK: https://bit.ly/SHA_ValidationSDOCD**
5. Please be informed that the designated attendee must be the school lead principal of each school and bring your own provision for snacks. Substitutions strictly not permitted.
6. 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.
7. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent



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UNITED STATES DEPARTMENT OF AGRICULTURE
 OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

10-10-50

TO: THE SECRETARY, UNITED STATES DEPARTMENT OF AGRICULTURE

FROM: THE SECRETARY, UNITED STATES DEPARTMENT OF AGRICULTURE

SUBJECT: [Illegible text]

1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

5. [Illegible text]

6. [Illegible text]

7. [Illegible text]

10-10-50

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
 DATE 10-10-50 BY [Illegible]



10-10-50

10-10-50



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

Office of the Schools Division Superintendent

Encl.: As stated

Reference: DM No.312 s.2025; DM-OUHROD-2025-0846

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

DM008-SGOD-PR-RSM / DIVISION MEMORANDUM
May 5, 2025



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Annex A

List of Participants on May 6, 2025

A.M SCHEDULE (8:00 AM – 12:00 NN)	P.M SCHEDULE (1:00 PM – 5:00 PM)
CENTRAL DISTRICT	SOUTHWEST I DISTRICT
City CS	Baluarte Elementary School
Corrales ES	Batinay Elementary School
	Kiam-is Elementary School
EAST I DISTRICT	Lumbia Central School
Camansi Integrated School	Lumbia NHS
Cugman Elementary School	Pagalungan Elementary School
Cugman NHS	Pagalungan NHS
East City Central School	Pigsag-an Elementary School
East Gusa NHS	Pigsag-an NHS
FS Catanico Elementary School	Taglimao Elementary School
Gusa-FS Catanico NHS	Taglimao NHS
Gusa Elementary School	Tagpangi Elementary School
Gusa Regional Science HS	Tagpangi NHS
Lapasan NHS	Tuburan Elementary School
Malasag Elementary School	Tuburan NHS
	Tumpagon Elementary School
	Tumpagon NHS
EAST II DISTRICT	SOUTHWEST II DISTRICT
Agusan Elementary School	Balongkot Integrated School
Agusan NHS	Bayanga Elementary School
Balubal Elementary School	Bayanga NHS
Balubal NHS	Besigan Elementary School
Bugo Central School	Besigan NHS
Bugo NHS	Cadayonan Integrated School
Linangohan Elementary School	Dansolihon Elementary School
Palalan Integrated School	Dansolihon NHS
Puerto Elementary School	Dunggoan Integrated School
Puerto NHS	Iba Integrated School
Suntingon Elementary School	Magayad Integrated School
Tablon Elementary School	Mambuaya Elementary School
Tablon NHS	Mambuaya NHS
NORTH I DISTRICT	Man-ai Elementary School
Angeles Sisters NHS	Man-ai NHS
Consolacion Elementary School	Mangalay Elementary School
Macabalan Elementary School	Midkiwan Integrated School
Macabalan NHS	Tignapoloan Elementary School
North City Central School	Tignapoloan NHS
Puntod NHS	Upper Tignapoloan Elementary School
St. John Elementary School	
NORTH II DISTRICT	WEST I DISTRICT
Bayabas Elementary School	Balulang Elementary School
Bayabas NHS	Balulang NHS
Bonbon Elementary School	Fr. William F. Masterson Elementary School
Bonbon NHS	Macanhan Elementary School
	Sacred Heart Village Elementary School



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AM SCHEDULE (8:00 AM – 12 NN)	PM SCHEDULE (1:00 PM – 5:00 PM)
Bongbongon Elementary School	Upper Carmen Elementary School
City Engineers Elementary School	Carmen NHS
Kauswagan Central School	West City Central School
Kauswagan NHS	
SOUTH DISTRICT	WEST II DISTRICT
Cagayan de Oro City NHS - JHS	Baikingon Elementary School
Cagayan de Oro City NHS - SHS	Baikingon NHS
Camaman-an Elementary School	Bulao Elementary School
Camaman-an NHS	Bulua Central School
Indahag Elementary School	Bulua NHS
Indahag NHS	Camp Evangelista Elementary School
Kamakawan Elementary School	Canitoan Elementary School
Macasandig Elementary School	Canitoan NHS
Macasandig NHS	Filipino-Chinese Friendship Elementary School
South City Central School	G. L. Reyes-Anhawon Elementary School
Taguanao Elementary School	Iponan Elementary School
	Iponan NHS
	Pagatpat Elementary School
	Pagatpat NHS
	Pamalihi Elementary School
	Pedro "Oloy" N. Roa, Sr. Elementary School
	Pedro "Oloy" N. Roa, Sr. NHS
	San Simon Elementary School
	San Simon NHS



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Annex A

SPECIAL HARDSHIP ALLOWANCE VALIDATION
CHECKLIST

Name of School:		School ID:		Date:
School Head:		Contact No:		
Planning (PRS-SGOD)	RODEL S. MEGOLLAS	Planning Officer III		
School Governance and Operations Division	ROSALIO R. VITORILLO	Chief Education Supervisor, SGOD		
Schools Division Office	ROY ANGELO E. GAZO	Schools Division Superintendent		
LIST OF VALIDATORS WHO WILL VALIDATE EACH ITEMS FOR SPECIAL HARDSHIP ALLOWANCE				
Area of Validation		Name of Validator	Position Title	Signature
One-way Travel Cost (in Peso) from School to City/Town Center (City/Municipal hall) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		Supervisor In-Charge of the District (PSDS)	PUBLIC SCHOOLS DISTRICT SUPERVISOR	
One-way Travel Time (in minutes) from School to City/Town Center (City/Municipal hall) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		Supervisor In-Charge of the District (PSDS)	PUBLIC SCHOOLS DISTRICT SUPERVISOR	
Distance in Kilometer from School to City/Town Center (City/Municipal hall) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		Supervisor In-Charge of the District (PSDS)	PUBLIC SCHOOLS DISTRICT SUPERVISOR	
Occurrence of violent acts in the school or within the community for the current School year (1 if with occurrence/s; 0 otherwise) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		RYAN Q. BLANCO SYLVIO C. CARCILLER	Project Development Officer II (DRRM) Education Program Supervisor	



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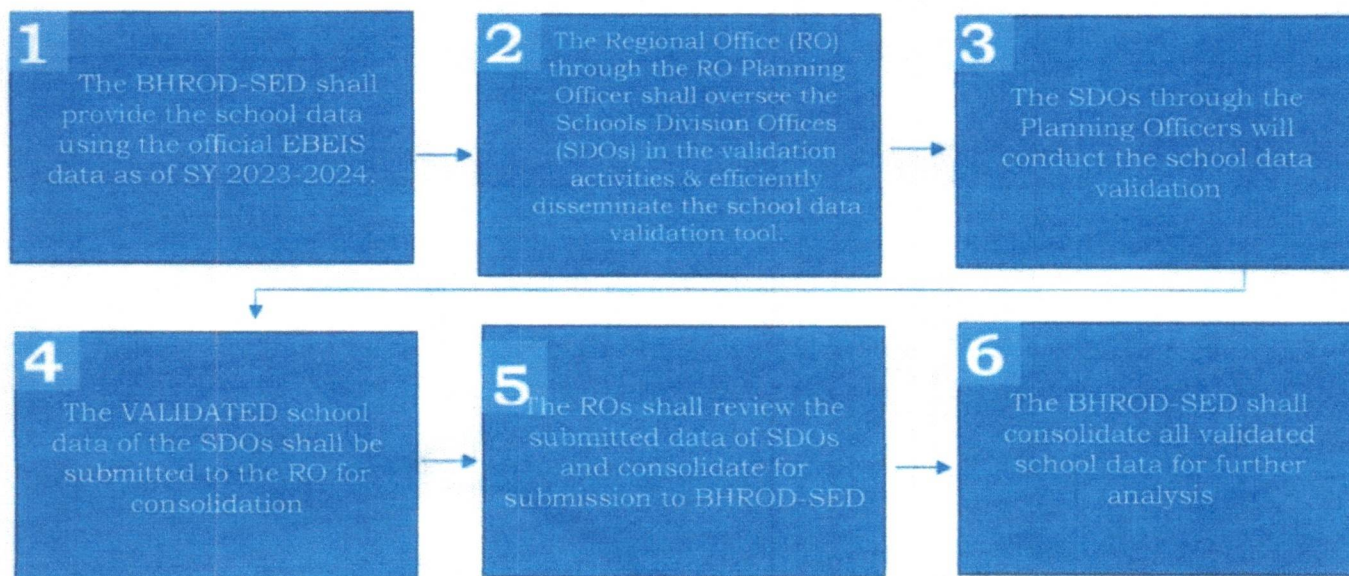
Route to school (1 if passing through difficult terrain or passing through body of water without bridge such as sea and river; 0 otherwise) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		RYAN Q. BLANCO SYLVIO C. CARCILLER	Project Development Officer II (DRRM) Education Program Supervisor	
Location of the school (1 if on top of a mountain, on a small island, near a coastline or near a faultline; 0 otherwise) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		ENGR. ELY V. MAMACLAY II	Engineer III	
Use of temporary learning spaces to conduct class/es (1 if Yes; 0 if No) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		ENGR. ELY V. MAMACLAY	Engineer III	
With Electricity (1 if Yes (Grid); 0 if none or off-grid) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		ENGR. ELY V. MAMACLAY	Engineer III	
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) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		ENGR. ELY V. MAMACLAY	Engineer III	
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) Validated Data (Type OK if the SY 2023-2024 data is correct; Else Type the correct data)		JAMES ROBERT Z. SIJO	Information Technology Officer I	



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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: - The RO Planning Officers shall only have the sole access to the data validation tool to avoid data contamination or discrepancies. - 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