



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




10 April 2025

**Regional Memorandum**  
No. 270, s. 2025

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

To Schools Division Superintendents  
All others concerned

1. In reference to DM-OUHROD-2025-0846, this Office hereby disseminates the guidelines for compliance by all governance levels within the prescribed timeline.
2. Attached is the memorandum from the Office of the Human Resource and Organizational Development and Strategic Management for further details.
3. A virtual coordination meeting will be conducted to identify the school level data for validation. Details of this meeting will be communicated in a separate memorandum.
4. For queries, please coordinate with the Policy, Planning and Research Division (PPRD) via [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph).
5. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

07/ROP5/ROP1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114 loc. 470-471  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



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Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2025- 0846**

**TO : ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL PLANNING OFFICERS**  
**ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and  
Organizational Development*

**RONALD U. MENDOZA**  
*Undersecretary for Strategic Management*

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

**DATE : 02 April 2025**

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 Hardship Index (HI) of all schools.

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.

**For complete details of the validation process, please see Annex A.**



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@depd.gov.ph | Website: www.depde.gov.ph

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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 meeting attendees to **(1) one** per Region and Schools Division.

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

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.

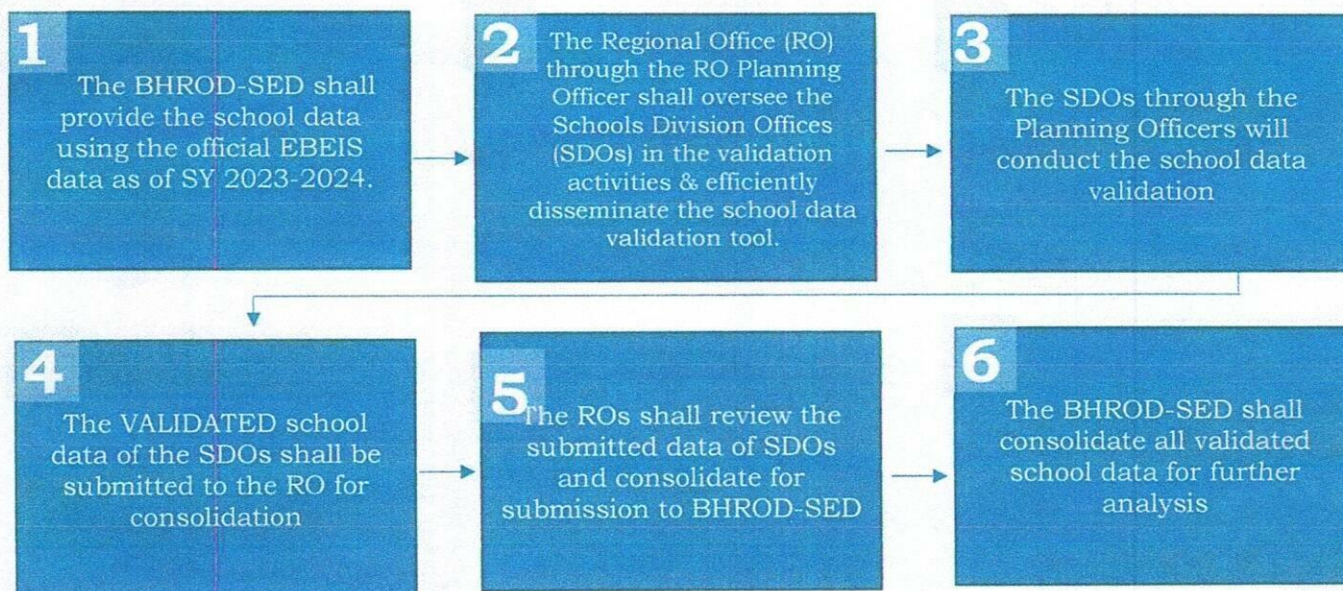
For questions or concerns, please contact BHROD-SED via email at **[bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)** or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

Copy Furnished:  
OFFICE OF THE SECRETARY  
*Department of Education*

## 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
<b>Schools Division Office</b>	<p><b>SDO Planning Officer</b></p> <ul style="list-style-type: none"> <li>• Leads the validation process</li> <li>• Creates mechanism of validation of school data</li> <li>• Provides data on the newly established schools not included in the list</li> <li>• Ensures validity, accuracy and completeness of the school data</li> <li>• Submits duly certified Division data to the RO</li> </ul> <p><b>Schools Division Superintendent</b></p> <ul style="list-style-type: none"> <li>• Certifies the validated school data of the SDO</li> </ul> <p><b>Note:</b> The SDO may create composite team to support the validation activities, which will still be led by the SDO PO</p>	April 1 to May 9, 2025



Governance Levels	Office/Persons Involved/Tasks	Timeline
Regional Office	<b>RO Planning Officer</b> <ul style="list-style-type: none"> <li>• Oversee the validation process of the SDOs</li> <li>• Verifies and consolidates the submission of SDOs</li> <li>• Creates mechanism of validation of school data</li> <li>• Checks the data on the newly established schools not included in the list</li> <li>• Ensures validity, accuracy and completeness of the school data submitted by SDOs</li> <li>• Submits the validated school dataset of the region</li> <li>• For <b>real-time update and easier monitoring of BHROD-SED</b>, 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</li> </ul> <b>Regional Director</b> <ul style="list-style-type: none"> <li>• Certifies the validated school data of the Region</li> </ul> <b>Notes:</b> <ol style="list-style-type: none"> <li>The RO Planning Officers shall only have the sole access to the data validation tool to avoid data contamination or discrepancies.</li> <li>The RO shall submit the signed and certified consolidated school data (in pdf format) to BHROD-SED</li> </ol>	May 15, 2025 (Submission of Final validated school data certified by the Regional Director to BHROD-SED)
	<b>BHROD-SED</b> <ul style="list-style-type: none"> <li>• Provides the school dataset from EBEIS data SY 2023-2024 for field validation</li> </ul>	April 2025
Central Office	<ul style="list-style-type: none"> <li>• Monitors the submission of the validated school data through the link provided to the RO POs</li> </ul>	April 2025 – May 2025
	<ul style="list-style-type: none"> <li>• Consolidates validated school data and prepares for data analysis and HI computation</li> </ul>	June 2025