

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



13 May 2025



Regional Memorandum
No. 361, s. 2025

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

To Schools Division Superintendents
All others concerned

1. In reference to Regional Memorandum No. 270, s. 2025 and to the agreement during the virtual coordination meeting held on April 22, 2025, this Office hereby disseminates the procedure for data validation, submission of signed reports, and the team composition responsible for overseeing the validation process.
2. Division planning officers are the only authorized editors through **bit.ly/R4a-SHA-Validation**. Likewise, the validated report must be duly signed and submitted through **bit.ly/R4a-Validated-SHA** on or before **June 23, 2025**. Suggested certification template is attached as **Enclosure 1** for reference. To effectively manage the data validation process, ensure data accuracy, and address any issues that may arise during the validation period, the composite team may include the Public Schools District Supervisors.
3. For queries, please coordinate with the Policy, Planning and Research Division (PPRD) via pprd.calabarzon@deped.gov.ph.
4. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

07/ROP5/ROP1



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Certificate No. PHP QMS
22 93 0085

Enclosure 1 – Sample Certification

<<Date>>

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

DepEd IV-A CALABARZON

Cainta, Rizal

Dear Sir:

This is to certify that the Special Hardship Allowance data has been thoroughly reviewed and validated by the Division Composite Team. The data have been found to be accurate and complete per established guidelines and criteria.

Very truly yours,

<< Schools Division Superintendent>>