

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



15 October 2025

Regional Memorandum
No.761 s.2025

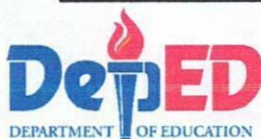
**VALIDATION OF THE INITIAL SCHOOL HARDSHIP POST
CLASSIFICATION THROUGH THE HARDSHIP INDEX (HI)
IN RELATION TO THE REVISED SPECIAL HARDSHIP
ALLOWANCE (SHA) POLICY**

To Schools Division Superintendents
All others concerned

1. In reference to the attached DepEd Memorandum DM-OUHROD-2025-2800 and to the agreement during the virtual orientation held on October 10, 2025, this Office hereby disseminates the guidelines on the validation and submission timeline for reference.
2. The meeting recording and the link for the data to be validated shall be shared with the Division Planning Officers for data privacy purposes.
3. Other provisions in the Regional Memorandum No. 361, s. 2025 are still in effect except for the submission timeline.
4. For queries, please coordinate with the Policy, Planning and Research Division (PPRD) via pprd.calabarzon@deped.gov.ph.
5. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

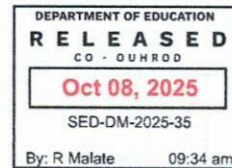
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2800

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

FROM : **WILFREDO E. CABRAL**
Undersecretary
E-signed by
Wilfredo Cabral
10/7/2025, 8:07:43 PM

SUBJECT : **VALIDATION OF THE INITIAL SCHOOL HARDSHIP POST**
CLASSIFICATION THROUGH THE HARDSHIP INDEX (HI) IN
RELATION TO THE REVISED SPECIAL HARDSHIP
ALLOWANCE (SHA) POLICY

DATE : 06 October 2025

In line with the Department of Education's (DepEd) continuing efforts to revise the policy on the Special Hardship Allowance (SHA), and following the successful completion of the school hardship data validation through DM-OUHROD-2025-0846 titled "*Validation of School Data for the Computation of the Hardship Index in Relation to the Revised Special Hardship Allowance (SHA) Policy*", we are now proceeding to the **validation of the initial school hardship post classification** generated through the **computed Hardship Index (HI)**.

This activity is part of the broader SHA policy reform initiative led by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), in partnership with the United Nations Children's Fund (UNICEF). The Hardship Index (HI) was developed through a joint DepEd-UNICEF study to introduce an evidence-based and standardized approach to identifying hardship posts. The HI was computed based on a fixed set of validated variables representing key hardship conditions in schools.

Please **note** that the hardship factors or variables used in the HI computation have been finalized and are **not subject to review or modification** in this validation process. The focus of this validation is to **confirm the accuracy and contextual relevance** of the resulting school hardship post classification, ensuring that it reflects actual field conditions and is not affected by data inconsistencies or context-related discrepancies.



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red. 10/9/2025
from RD during the
Review

The results will contribute to the refinement of the list and support a fair and data-driven implementation of the revised SHA policy.

In this regard, **ALL Regional and Schools Division Offices through the Planning Officers (PO) and composite teams** are hereby instructed to conduct a focused validation of the initial school hardship post classifications generated using the computed HI.

The validation shall include the following:

- **Cross-checking** classifications against previously validated school data submitted to BHROD-SED to ensure consistency and accuracy;
- **Verifying** whether schools reasonably reflect hardship conditions given the identified hardship variables.;
- **Assessing** the appropriateness of the classifications in relation to school characteristics and geographical considerations; and
- **Recommending adjustments** if necessary, to correct any data anomalies, inconsistencies, or misclassifications observed during validation.

For full details and instructions on the validation process, please refer to **Annex A**.

To ensure a clear and unified understanding of the validation process, a **virtual orientation** will be conducted as follows:

Date: October 10, 2025

Time: 9:00 AM – 12:00 NN

Platform: Microsoft Teams

Meeting Link: <https://tinyurl.com/SHAOnlineOrientation2025>

Please limit participants to **one (1) Planning Officer per Region and one (1) Planning Officer per Schools Division**.

To **confirm attendance**, all Planning Officers are requested to complete the **online registration form** via this link: <https://tinyurl.com/SHAOnlineRegForm2025> or by scanning the QR code below:



This validation builds directly upon the previous school hardship data validation and represents a critical step towards finalizing an accurate and credible hardship post classifications. Your active engagement and thorough review are vital to ensuring a **fair, transparent, and evidence-based implementation** of the revised SHA policy.

The Schools Division Offices (SDOs), under the oversight of the Regional Offices (ROs), shall ensure the accuracy and reliability of the submitted data through a rigorous and objective validation process. This additional level of validation aims to ensure that the information gathered from schools is factual and credible. Any discrepancies discovered thereafter, as well as grievances arising from the data used in finalizing the list of Hardship Posts, shall be the accountability of the concerned ROs and SDOs.

Should you have any questions or require further clarification, please contact **BHROD-SED** via email at bhrod.sed@deped.gov.ph, copy furnished to support.sha@deped.gov.ph, or through landline at **(02) 8633-5397**.

For immediate compliance.

Copy Furnished:

OFFICE OF THE SECRETARY

GUIDELINES ON THE VALIDATION OF THE INITIAL SCHOOL HARDSHIP POST CLASSIFICATION

I. PURPOSE

This annex outlines the specific roles and responsibilities of the Central Office, Regional Offices (ROs), and Schools Division Offices (SDOs) in the validation of the initial school hardship post classification generated through the computed Hardship Index (HI), in support of the ongoing Special Hardship Allowance (SHA) policy revision.

II. ROLES AND RESPONSIBILITIES

A. Central Office (BHROD-SED)

BHROD-SED shall oversee the overall management of the validation process, including the generation of the initial list of school hardship post classifications and the administration of the online validation tool.

Key Responsibilities:

1. **Generate and provide** the preliminary list of hardship post and non-hardship post schools based on the computed HI.
2. **Develop and manage the online validation tool** that will be used exclusively by Regional Offices for data submission and tracking.
3. **Provide access credentials and guidance** to authorized Regional Planning Officers or Focal.
4. **Monitor validation and track submissions** through the online tool to ensure timely compliance.
5. **Consolidate and analyze validated data** submitted by Regional Offices.
6. **Ensure completeness, consistency, and accuracy** of the final validated hardship post classification for policy application.

B. Regional Office

The RO, through the Planning Officer, shall lead and coordinate the validation process within the region and will have sole access of the online validation tool.

Key Responsibilities:

1. **Spearhead the coordination and management** of the validation process across all SDOs in the region.

2. **Access and manage the online validation tool** to be provided by BHROD-SED. Further instructions regarding the validation tool shall be provided during the orientation.

Note: Access is granted exclusively to the Regional Planning Officer to safeguard data confidentiality and prevent unauthorized manipulation or sharing. The online tool will be provided during the virtual orientation session.

3. **Disseminate the proposed list of hardship and non-hardship post schools to its SDOs** in a secure and controlled manner.
4. **Provide technical assistance and guidance** to SDOs during the validation process.
5. **Review and consolidate the validation results** received from the SDOs.
6. **Submit the consolidated validation results** through the online tool within the prescribed schedule.
7. **Certify and approve the consolidated validation results** through the Regional Director. The signed and certified document shall be submitted to BHROD-SED and will serve as the official and authoritative submission of the Region, in addition to the data entered in the online tool.
8. **Ensure strict confidentiality and data protection** throughout the entire validation process.

C. Schools Division Office

The SDO, through the Planning Officer (PO), shall conduct the field-level validation of the initial hardship post classification. The SDO may organize a composite team to support the activity, which will still be led by the SDO-PO.

Key Responsibilities:

1. **Review and validate the proposed list of hardship and non-hardship post schools** based on local context and previously submitted validated school data.
2. **Assess the appropriateness** of the hardship post classification of each school, considering geographic accessibility, terrain, transportation challenges, and other field realities.
3. **Identify and flag any inconsistencies, errors, or anomalies** and provide clear justifications or supporting information.
4. **Coordinate with the RO** for submission of validation results and for any technical clarifications needed.

5. **Certify and approve the SDO's consolidated validation results** through the Schools Division Superintendent. The signed and certified document shall be submitted to the Regional Office and will serve as the official SDO submission.
6. **Submit the validation results, with certification of accuracy and completeness,** to RO within the prescribed timeline.

Note: SDOs will not be granted direct access to the online validation tool. All submissions must be made through the Regional Office to preserve data integrity and prevent unauthorized sharing.

III. SUBMISSION TIMELINE

Activity	Responsible Office	Timeline
SDO Validation and Submission to Region	SDO	October 13–24, 2025
Final consolidated submission by Region to BHROD-SED	RO	On or before October 31, 2025