



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 06 2025

MEMORANDUM

No. 206, s. 2025

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

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is DepEd Memorandum DM-OUHROD-2025-0846, dated April 2, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. In collaboration with UNICEF, the Department of Education is working on the Special Hardship Allowance (SHA) policy change through the Bureau of Human Resource and Organization Development – School Effectiveness Division (BHROD-SED). The procedure includes gathering reliable and validated school data to be used in calculating each school's Hardship Index (HI).
3. This Office is requesting that the Planning Officer, in collaboration with the Public Schools District Supervisors, carry out validation activities for the school data in order to ensure sound practices in data-driven policy development and to strengthen the validity and accuracy of the school data obtained from the Enhanced Basic Education Information System (eBEIS) School Year 2023-2024. The goal of this project is to avoid data errors that may significantly affect the determination of hardship posts, such as but not limited to input errors, mismatches, or missing data.
4. For complete details of the validation process, please see Annex A.
5. The School Heads, School LIS/BEIS Coordinators, and Public Schools District Supervisors, shall participate in a virtual technical support meeting via MS Teams on May 6, 2025, from 10:00 to 11:30 AM, to guarantee a comprehensive knowledge of the data needs and specifications.
6. The meeting link can be accessed at: <https://bit.ly/M07-SHValidation>. *blue*
7. For inquiries, please contact the SGOD - Planning & Research Section through telephone numbers (02)8423-75-60/61/62.

NUM-2025-206

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8. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated

References: as stated

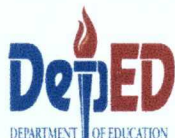
To be indicated in the Perpetual Index
under the following subjects:

SPECIAL HARDSHIP ALLOWANCE
POLICY

JDN/DM/Validation of school Data for the Computation of the Hardship Index in Relation to the Revised Special
Hardship Allowance (SHA) Policy

206 /May 2, 2025

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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.



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Effectivity	09.20.21	Page	1 of 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 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.

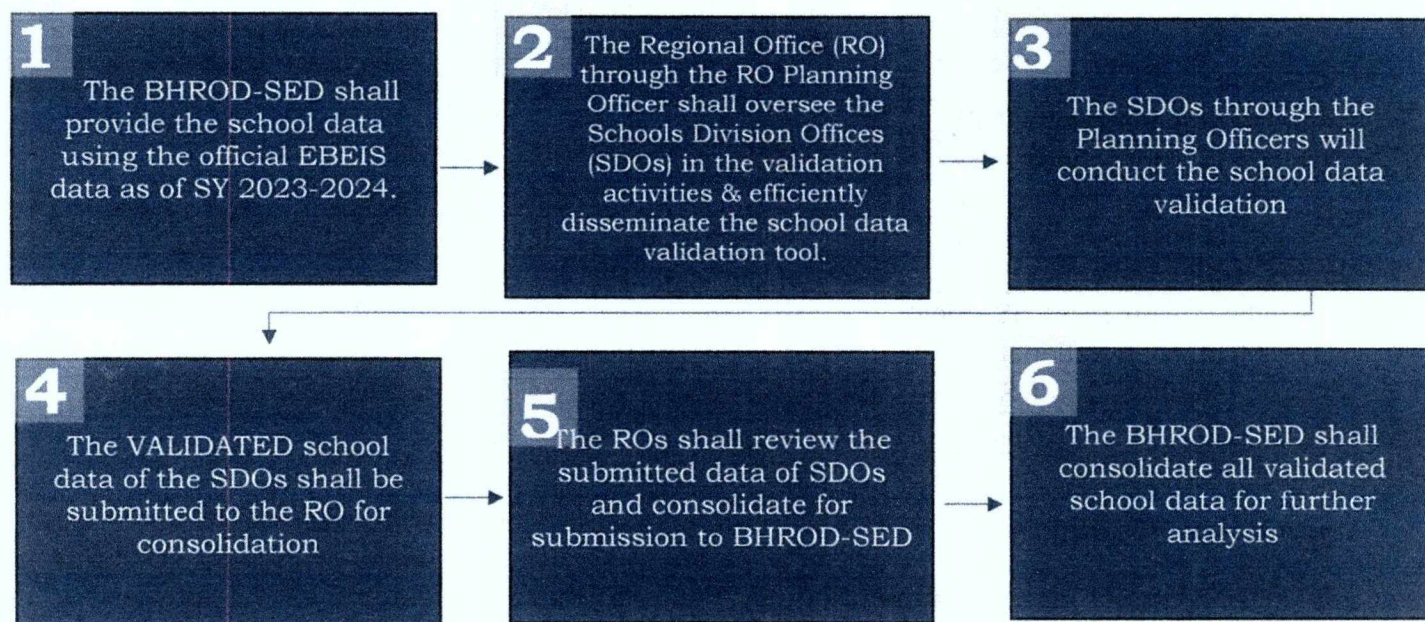
For questions or concerns, please contact BHROD-SED via email at **bhrod.sed@deped.gov.ph** or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

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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
Schools Division Office	<p>SDO Planning Officer</p> <ul style="list-style-type: none"> • 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 <p>Schools Division Superintendent</p> <ul style="list-style-type: none"> • Certifies the validated school data of the SDO <p>Note: 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	RO Planning Officer <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Certifies the validated school data of the Region Notes: <ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> • Provides the school dataset from EBEIS data SY 2023-2024 for field validation 	April 2025
Central Office	<ul style="list-style-type: none"> • Monitors the submission of the validated school data through the link provided to the RO POs 	April 2025 – May 2025
	<ul style="list-style-type: none"> • Consolidates validated school data and prepares for data analysis and HI computation 	June 2025