



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 5, 2025

REGIONAL MEMORANDUM

No. 415 s. 2025

**TO: All Schools Division Superintendents
All Planning Officers
All Others Concerned**

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

1. Attached herewith is a copy of the memorandum entitled Validation of School Data for the Computation of the Hardship Index in Relation to the Revised Special Hardship Allowance Policy from the Strategic Management, Department of Education, relative to the above-captioned subject, for your information and reference.
2. The amendment process for the **Special Hardship Allowance (SHA)** policy, requires verified and accurate school data for use in the computation of the Hardship Index (HI) of all schools. In line with this, all School Division Offices field personnel are hereby requested to conduct validation of school data from the Enhanced Basic Education Information System (EBEIS) School Year 2023-2024 to filter, correct and prevent data inaccuracies such as but not limited to input errors, mismatch, or missing data.
3. For guidance in the data validation process, please refer to the process flow, roles and responsibilities of involved personnel in Annex A of the above-mentioned memorandum.
4. The validated and consolidated school hardship data must be accurate, completed and submitted on or before **June 10, 2025** thru this link: <https://bit.ly/NCRSHA>.
5. The Policy, Planning and Research Division (PPRD) shall provide technical assistance and conduct progress monitoring activities. Kindly submit your queries and concerns via email to: pprd.ncr@deped.gov.ph



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Immediate dissemination of this memorandum is desired

JOCELYN DR ANDAYA

Regional Director, NCR

concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.: As stated



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.

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>**.

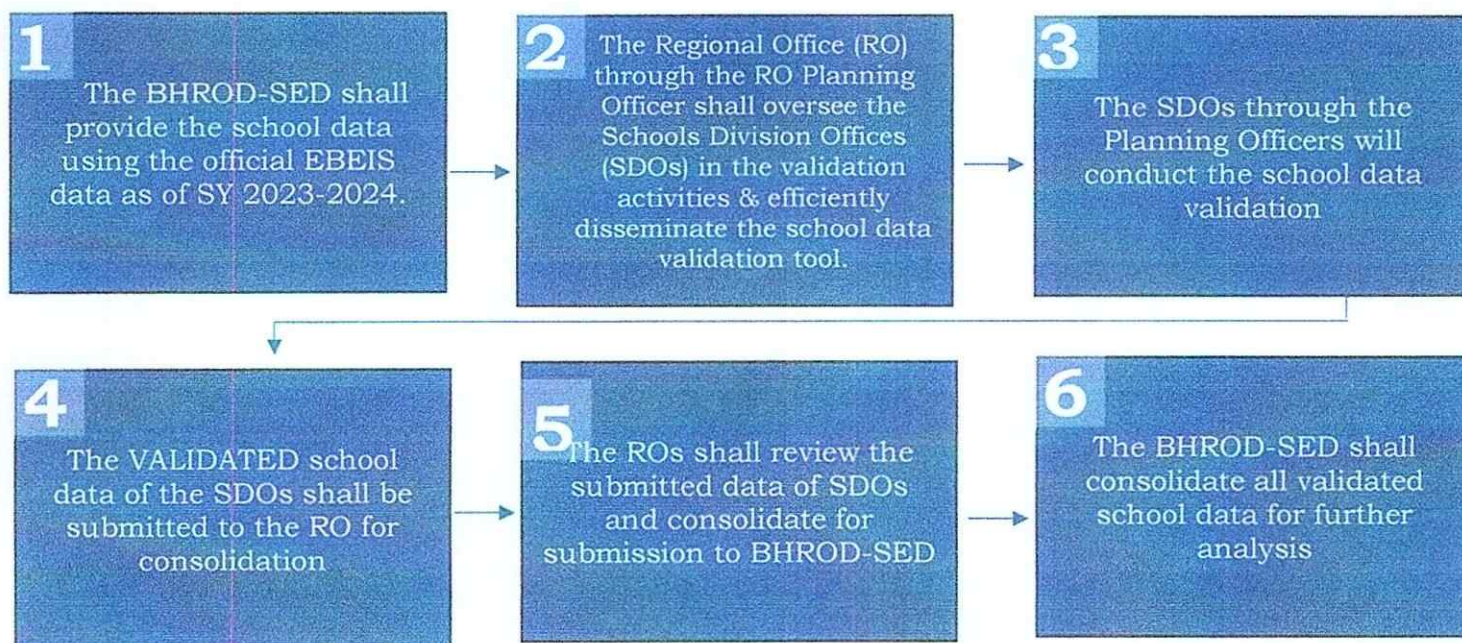
All Regional and Division Planning Officers (POs) are also requested to accomplish the **online registration form** through this link: **<https://bit.ly/RegSHADDataValidation>** to signify participation.

For questions or concerns, please contact BHRD-SED via email at **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

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