



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 25, 2025

DIVISION MEMORANDUM

No. 113, S.2025

**VALIDATION OF SCHOOL DATA FOR THE COMPUTATION OF THE
HARDSHIP INDEX IN RELATION TO THE REVISED SPECIAL HARDSHIP
ALLOWANCE (SHA) POLICY PER MEMORANDUM DM-OUHROD-2025-0846**

TO: Public Schools District Supervisors
District Composite Team
SDO Composite Team
All others Concerned

1. Pursuant to Memorandum DM-OUHROD- 2025 – 0846 and Regional Memorandum No.00494, s.2025, regarding the validation of school data for the computation of the Hardship Index under the Revised SHA Policy, this office disseminates the following instructions and agreements that can be used as reference and guide in the conduct of validation of school data for the computation of the Hardship Index:

| Item | Instructions/Agreements |
|--|---|
| Reasons to revise the SHA Policy | <ul style="list-style-type: none">• DepEd-DBM Joint Circular No. 1, s. 2021 mandates the use of the Hardship Index (HI) as an objective basis for identifying hardship posts and requires its recalculation every three (3) years.• Improve the Targeting System of Hardship Posts through enhanced hardship variables and its measures• Ensure that eligible teachers will receive the SHA |
| Reasons to Validate the School Data | <ul style="list-style-type: none">• The latest school data shall be used in the computation of the Hardship Index per DepEd-DBM JC s, 2021.• To rectify data mismatch, input errors, and supply missing data.• Strengthen involvement & accountability of the field implementers of the SHA.• Ensure sound practices in the process of SHA policy development. |



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

| <p>Creation of SDO Composite Team</p> | <p>The SDO may establish a Composite Team to conduct school data validation. The following are the suggested members of the team:</p> | | | | | | | | | |
|--|---|---|-------------------|-------|------|--|--|---------|--|---|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Team</th> <th style="text-align: center;">Personnel/Officer</th> <th style="text-align: center;">Roles</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lead</td> <td>Chief ES SGOD and/or Division Planning Officer</td> <td>Serves as the lead focal in the conduct of validation activities Coordinates with the Regional Planning Officer</td> </tr> <tr> <td style="text-align: center;">Members</td> <td> PSDSs 3 Selected School Heads SEPS Planning and Research Section SEPS SMME SDO Relevant Program Owners such as but not limited to the following: <ul style="list-style-type: none"> • ITO • Engineer • WiNS Focal • YFD/Child Protection Focal • DRRM Focal • EPS- Socmob </td> <td> <p>Ensure Data Completeness and Consistency: Review submitted data for completeness, internal consistency, and potential discrepancies.</p> <p>Identify Outliers and Unusual Patterns: Analyze distributions and cross-check indicators to detect outliers, anomalies, and illogical values.</p> <p>Validate Against Historical and Related Data: Compare with previous submissions and related indicators to identify abrupt or inconsistent changes.</p> <p>Conduct Field Validation for Flagged Schools: Perform on-site visits to selected schools to verify actual conditions against reported data.</p> <p>Engage Key Stakeholders for Data Verification: Interview school personnel and consult community representatives to confirm or clarify reported information.</p> </td> </tr> </tbody> </table> | Team | Personnel/Officer | Roles | Lead | Chief ES SGOD and/or Division Planning Officer | Serves as the lead focal in the conduct of validation activities Coordinates with the Regional Planning Officer | Members | PSDSs 3 Selected School Heads SEPS Planning and Research Section SEPS SMME SDO Relevant Program Owners such as but not limited to the following: <ul style="list-style-type: none"> • ITO • Engineer • WiNS Focal • YFD/Child Protection Focal • DRRM Focal • EPS- Socmob | <p>Ensure Data Completeness and Consistency: Review submitted data for completeness, internal consistency, and potential discrepancies.</p> <p>Identify Outliers and Unusual Patterns: Analyze distributions and cross-check indicators to detect outliers, anomalies, and illogical values.</p> <p>Validate Against Historical and Related Data: Compare with previous submissions and related indicators to identify abrupt or inconsistent changes.</p> <p>Conduct Field Validation for Flagged Schools: Perform on-site visits to selected schools to verify actual conditions against reported data.</p> <p>Engage Key Stakeholders for Data Verification: Interview school personnel and consult community representatives to confirm or clarify reported information.</p> |
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Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

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|--|--|---|--------------|--|--|--|---|--|---|---|--|---|---|--|---|---|---|--|---|---|---|--|--|
| School Data to be validated | School Data to be validated for the Revised SHA Policy are the following: | | | | | | | | | | | | | | | | | | | | | | |
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 Region V
SCHOOLS DIVISION OF SORSOGON

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| Timeline | Date | Activity |
| | Phase 1 | |
| | April 7 – May 9 | SDO validation Activities |
| | May 12 - | SDO Submission of School Validated Data |
| | May 12-14 | RO consolidation of validated data |
| | May 15 | RO data submission to BHROD-SED |
| | June 2-13 | BHROD-SED consolidation and preparation for analysis |
| | Phase 2 | |
| | August | BHROD-SED to finalize list of Hardship Posts |
| | July 28-31 | RO submission of verified Hardship Posts to BHROD-SED |
| | July 1-25 | SDO verification of Hardship Posts |
| | June 16-30 | BHROD-SED initial computation of School Hardship Index |
| Submission of Validated Data | Only the Lead Chief ES/DPO is authorized to submit the validated data, which must be duly certified by the SDS. Any data submitted on or before May 9, 2025 will be considered final and official for use in the revised SHA policy. | |
| Unlisted schools in the validation tool | For schools not yet included in the SY 2023-2024 BEIS data, please add them in the last rows of the tool. Ensure that all required information is provided, including the school profile, number of teachers and the data for all relevant hardship factors. | |
| Standard process validation of | The context of SDOs may vary; thus, a standard school data validation process is not prescribed. Please note that the data obtained through the validation activities shall be considered final and will serve as the official basis for computing the school's Hardship Index. | |



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SCHOOLS DIVISION OF SORSOGON

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| Responsible Person on the validation process | The Chief ES/Planning Officer shall lead and oversee the validation activities. However, responsibility for school data validation rests with the entire SDO and RO, with data certified by the SDS and RD. Composite teams may be formed at the division or regional level to support the validation process and ensure data accuracy. |

- Enclosed is a copy of the list of composite teams for SDO and District, as well as the schedule for the validation of the qualified schools.
- The Validation Forms will be sent via link to the PSDS's, to obtain the necessary data for site validation.
- Expenses incurred related to the Validation of School Data for the Computation of Hardship Index for the Revised SHA Policy such as but not limited to travelling expenses, food, supplies, and materials shall be charged to local Office Funds (Continuing and Current) subject to the existing budgeting, accounting, and auditing rules and regulations.
- For immediate dissemination and compliance with this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Enclosure to the Division Memorandum No. 113

SDO Composite Team:

Lead – John Rey J. Perez – SGOD, Chief
Ma. Esperanza G. Espigol – Planning Officer III

Members – Roman B. Jebulan- SEPS- PRS
Leah Peran – SEPS-SMME
Jose Maria Albert H. Perez – Engineer
Francis Roy A. Cadag – PDO I- YFD
Joseph John J. Perez – DRRM Focal
Ma. Riza E. Dino – EPS- SocMob
John C. Hidea - ITO

DISTRICT Composite Team:

Barcelona District:

Lead - MARISSA G. BENDICIO – PSDS

Member : School Heads

1. Gary Esteller- School Head
2. Alfie Espallardo -
3. Melanie G. Mendoza

Bulan I District :

Lead - Rowena Mancion – OIC-PSDS

Member : School Heads

1. Roque M. Gepiga
2. ERLANDO P.Zurbito
3. PERFECTO HONA

Bulan II District:

Lead - Annie B. Baylon – OIC- PSDS

Member: School Heads

1. Edmon Morata
2. Cyril Palacio
3. Florante Gipit

Bulan III District :

Lead - Vicente N. Nocos – PSDS

Member: School Heads

1. Manrico Pebrero
2. Emmanuel Gutay
3. Sharon Palacio



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Bulan IV District:

Lead - Rina D. Despuig- OIC- PSDS

Member: School Heads

1. Christy R. Magcayan
2. Leo B. Geocada
3. Maria Linda D. Golimlim

Bulusan District :

Lead - Lilia Zita A. Pura – PSDS

Member; School Headd

1. Larry Frilles
2. Garry Beltran
3. Jocelyn Garalde

Casiguran District:

Lead - Ferdinand E. Hamor – OIC- PSDS

Member: School Heads

1. Allan R. Taroy
2. Joan I. Barro
3. Jason C. Hagad

Castilla East District:

Lead - Marites J. Jesalva- OIC- PSDS

Member: School heads

1. Marissa Llanto
2. Teddy Janola
3. Marites Tan

Castilla West District:

Lead - Arnold M Peralta – PSDS

Member: School Heads

1. Honesto M Camacho
2. Roman M Altavano
3. Melvin C Llosala

Donsol East District:

Lead - Franszhel T. Razo – OIC- PSDS

Member: School Heads

1. Rhea A. Feliciano
2. 3. Carmen N. Notario
3. 4. Adam A. Sy



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Donsol West District:

Lead - Grace Imelda Huab – OIC- PSDS

Member: School Heads

1. William Lita
2. Elvis Palles
3. Sonia Mojar

Gubat North District:

Lead - Eduardo A. Pollarca – PSDS

Member: School Heads

1. Juvilyn Red
2. Allan Demdam
3. Marlon Panuga

Gubat South District:

Lead - Eddie P. Sabalboro – PSDS

Member: School Heads

1. Joselito Estiller
2. Leny Codon
3. Jayson Encinares

Irosin District:

Lead - Elmo B. Linzo – OIC-PSDS

Member: School Heads

1. Marivic Gragas
2. Aldin Fuensalida
3. Jophel Dometita

Juban District:

Lead - Venus G. Matuba – PSDS

Member: School Heads

1. Brain Bulanon
2. Ma. Jejie G. Codia
3. Cristina A .Estremadura

Magallanes North District :

Lead - Manuel V. Estera- PSDS

Member : School Heads

1. Noel T. Hate Jr.
2. Rex L. Extremadura
3. Benhur P. Camacho Jr.



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SCHOOLS DIVISION OF SORSOGON

Magallanes South District :

Lead - Isaias A. Bermas – PSDS

Member: School Heads

1. Cecile B. Sabado
2. Sanch Anonuevo
3. Rayno Lucenario

Matnog I District:

Lead - Adrian B. Eneria-OIC PSDS

Member: school Heads

1. Hazel Garrido
2. Rigor Homo
3. Jonathan Delovino

Matnog II District :

Lead - Rodolfo M. Evasco Jr - OIC PSDS

Member: School Heads

1. Marvin G. Demorin
2. Elisa B. Guardian
3. Medel G. Latonero

Pilar I District :

Lead - Genelita A. Nantiza - OIC PSDS

Member : School Heads

1. Sheryl B. Guarte
2. Mary Ann Ascano
3. Nessie Cadag

Pilar II District :

Lead - Corazon A. Montilla – OIC PSDS

Member: school Heads

1. Marites L. Guamos
2. Dennis Majadillas
3. Marvin James L. Robles

Pto. Diaz District:

Lead - Nicolas E. Freo- OIC PSDS

Member: School Heads

1. Alma B. Fernando
2. Oscar E. Ebuenga
3. Geneath V. Dones



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Sta. Magdalena District:

Lead - Lucy M. Hamor – PSDS

Member: School Heads

1. Daria P. Fungo
2. Maria Rowena Haja
3. Veronica Barreda

Schedule of Site Visit

1st Cong. District

Team I –

Lead – John Rey Perez – SGOD- Chief

Members:

Joseph John Perez -DRRM

John Hidea – ITO -OIC

Leah Peran – SEPS- SMME

Francis Roy Cadag – PDOI

2nd Cong. District

Team II –

Lead – Ma. Esperanza G. Espigol – POIII

Members :

Roman Jebulan – SEPS – PRS

Jose Ma. Albert Perez – Engr.

Ma. Riza Dino – EPS- SocMob

| Team I | Date | Team II | Date |
|------------------|----------------|----------------|----------------|
| Castilla East | April 29, 2025 | Matnog I | April 29, 2025 |
| Castilla West | | Matnog II | |
| Donsol East | April 30, 2025 | Sta. Magdalena | April 30, 2025 |
| Donsol West | | Bulan I | |
| Magallanes North | May 2, 2025 | Bulan II | May 2, 2025 |
| Magallanes South | | Bulan III | |
| Pilar I | May 6, 2025 | Bulan IV | May 6, 2025 |
| Pilar II | | Barcelona | |
| Casiguran | May 7, 2025 | Bulusan | May 7, 2025 |
| | | Irosin | |
| | | Juban | May 7, 2025 |
| | | Gubat North | |
| | | Gubat South | |
| | | Pto. Diaz | |



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