

DepEd - Division of Catanduanes
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BY: [Signature] No: 962

DATE: APR 15 2025 TIME: 10:32

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 14, 2025

DIVISION MEMORANDUM:
No. 962 S. 2025

**CONDUCT OF SCHOOL DATA VALIDATION 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 (CID & SGOD)
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the enclosed DepEd Memorandum 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.

2. In compliance with the validation of school data for the computation of the hardship index at the Division level, the Division Special Hardship Allowance Composite Team shall be composed of the following:

Chairperson	Mary Jean S. Romero	Chief Education Supervisor, SGOD
Vice-Chairperson	Rey C. Bonayon	Planning Officer III, SGOD
Members:	Jason M. Floranza	Education Program Supervisor, Araling Panlipunan/Multi-Grade
	Maria Rita SR. Tablate	SEPS - SMME
	Rodger A. Matienzo	Engineer III, EFU
	Maria Audrea L. Vivo	Project Development Officer II, DRRM
	Alfredo Z. Bagadiong Jr.	Project Development Officer I, YFD
	Juanito P. Torres	Administrative Assistant III, Accounting Unit
	Mark Anthony U. Tabo	Administrative Assistant III, HRM Unit
	All Public Schools District Supervisors	

3. The members of the Division Special Hardship Allowance Composite Team are expected to ensure the validity, accuracy, and completeness of the school data before the submission of the duly certified Division data to the Regional Office.



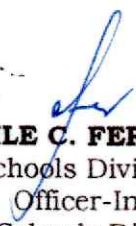
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4. All School Heads are advised to be ready with the necessary school data obtained from the Enhanced Basic Education Information System (EBEIS) School Year 2023-2024 before their validation schedule.
5. For complete details of the timeline & validation schedule, please see Annex A and Annex B attached to this memorandum.
6. For information, guidance, and compliance.


CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Annex A

Special Hardship Allowance (SHA) Timeline
(April 7, 2025 – May 9, 2025)

DATE	TIME	ACTIVITIES	EXPECTED OUTPUT
April 7, 2025	9:30AM-11:00AM	Regional and Schools Division Planning Officers Virtual Technical Support Meeting	Finalized school data requirements and specifications
April 8, 2025	8:00AM-11:00AM	Creation of Division Special Hardship Allowance Composite Team	Organized Division Special Hardship Allowance Composite Team
April 11, 2025	10:00AM-12:00PM	Regional Brownbag Session for the Special Hardship Allowance Policy	Clarified School Data Validation Tool and Roles of the Validation Team
April 14, 2025	1:00PM-4:00PM	Meeting of the Division Special Hardship Allowance Composite Team	Finalized schedule for the school validation
April 21-May 5, 2025	8:00AM-5:00PM	Validation of Special Hardship Allowance data to various schools	Validated Special Hardship Allowance data from the schools
May 6-9, 2025	8:00AM-5:00PM	Finalization, consolidation, & submission of the school data to the Regional Office	Validated and consolidated school data submitted to the Regional Office



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Annex B

Special Hardship Allowance (SHA) School Validation Schedule

(April 21, 2025 – May 5, 2025)

DATE/DAY	ACTIVITY	SCHOOLS
April 21, 2025/Monday	Validation of Special Hardship Allowance School Data	Zone 1: San Andres East and Zone 2: Gigmoto
April 22, 2025/Tuesday		Zone 1: San Andres West and Zone 2: Baras North & South
April 23, 2025/Wednesday		Zone 1: San Andres East & West and Zone 2: Bato East & West
April 24, 2025/Thursday		Zone 1: Virac North and Zone 2: San Miguel North
April 25, 2025/Friday		Zone 1: Virac South and Zone 2: San Miguel South
April 28, 2025/Monday		Zone 3: Bagamanoc North and Zone 4: Pandan East
April 29, 2025/Tuesday		Zone 3: Bagamanoc South and Zone 4: Pandan West
April 30, 2025/Wednesday		Zone 3: Panganiban and Zone 4: Caramoran North
May 2, 2025/Friday		Zone 3: Viga East and Zone 4: Caramoran South
May 5, 2025/Monday		Zone 1: Virac South and Zone 3: Viga West

Note: Division Special Hardship Allowance Composite Team will be divided into two teams;

Team A: Zone 1 and Zone 4

Team B: Zone 2 and Zone 3



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