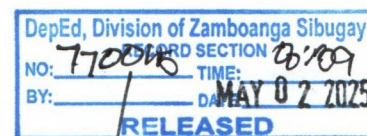




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



30 April 2025

DIVISION MEMORANDUM

NO. 204, s. 2025

**ORIENTATION ON THE VALIDATION OF SCHOOL DATA FOR THE  
COMPUTATION OF HARDSHIP INDEX FOR THE REVISED SPECIAL  
HARDSHIP ALLOWANCE (SHA) POLICY AND CREATION OF DIVISION SHA  
TASKFORCE AND DISTRICT TWG ON SHA**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
PSDSs/District in-Charge  
Public School Heads  
All Others Concerned  
This Division

1. Pursuant to Section 19 of Republic Act No. 4670 (Magna Carta for Public School Teachers), teachers assigned to hardship posts-defined as areas with difficult commuting conditions or other occupational hazards-are entitled to a Special Hardship Allowance (SHA) equivalent to at least twenty-five percent of their monthly salary, as determined by the Secretary of Education.
2. DepEd-DBM Joint Circular No. 1, s. 2021, prescribes the use of the Hardship Index (HI) as an objective metric for identifying hardship posts, with recalculation required every three years. This policy aims to enhance the targeting and delivery of SHA by refining hardship variables and ensuring equitable benefits for eligible teachers.
3. DepEd Order No. 017, s. 2023 (Amendment to DepEd Order No. 039, s. 2021), provides the current guidelines for SHA implementation. In anticipation of the 2026 policy revision, the Central Office is strengthening field-level participation and accountability in the SHA process.
4. To ensure rigorous data validation and effective implementation, the **Division SHA Task Force** is hereby constituted as follows:

**Chair:** Oliver B. Talaoc, EdD., *SGOD Chief*

**Vice Chair:** Evelyn F. Importante, *CID Chief*

**Members:** Rosmindo L. Ancheta, Jr., *EPS-SGOD*

Glorife C. Clavero, *SEPS-PRS*

Lloyd I. Rodriguez, *SEPS-SMME*

May C. Isnain, *PO III*

Engr. Tolomeo T. Tesoro, Jr.,  
*Division Engineer*

Renz Roy A. Ramos, *AO IV*

**Secretariat:** SGOD-Planning and Research



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5. The Division SHA Task Force shall oversee and manage the validation of school data for the computation of the Hardship Index. Specific responsibilities include:
- Verifying completeness, consistency, and accuracy of data
  - Identifying outliers in continuous variables (e.g., travel distance, time, cost)
  - Cross-checking data with other relevant indicators and historical submissions
  - Conducting on-site validation for priority or flagged schools
  - Interviewing school personnel and verifying reported conditions
  - Utilizing third-party data and community feedback
  - Maintaining historical and anecdotal records
6. Each district shall organize a **District Technical Working Group (TWG) on SHA** with the following composition:
- Chair:** Public Schools District Supervisor/Districts In-Charge  
**Members:** One Principal (Secondary), One Principal (Elementary)  
**Secretariat:** One **Administrative Officer II**
7. The District TWG is tasked to:
- Validate the following school data:
    - travel time from school to the municipal town hall
    - distance of the school to the municipal town hall
    - travel cost from school to municipal town hall
    - occurrence of violent acts within the school and immediate surroundings
    - availability of electricity services
    - availability of water supply
    - availability of telecommunication
    - existence of Temporary Learning Spaces
    - route going to school
    - geographical location
  - Encode validated data into the designated digital platform provided by SGOD – Planning and Research
  - Safeguard the integrity of the data by ensuring only authorized personnel access the validation tool

8. Table below shows the timeline of activities.

Date	Activity	Persons Involved
May 02, 2025 (9:00 AM to 12:00 NN)	Virtual Orientation for Division SHA Task Force and District TWG	SDS, ASDS, Division SHA Task Force, District TWG





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May 02, 2025 (1:00-5:00 PM)	Data Gathering and Validation with School Heads	PSDSs/Districts In-Charge and all members of District TWG
May 02, 2025 (1:00-5:00 PM) to May 5, 2025 (12:00 NN)	Encoding of Validated Data	PSDSs/Districts In-Charge and all members of District TWG
May 5, 2025 (1:00 – 5:00 PM)	Identification of Schools for On-Site Validation	Division SHA Task Force
May 6-8, 2025	On-Site Validation Visits	Division SHA Task Force
May 9, 2025	Data Consolidation and Submission to PPRD, Regional Office	SGOD – Planning and Research

9. The virtual orientation will be conducted via MS Teams. Access the session at: [https://bit.ly/Virtual\\_Orientation\\_Validation\\_SchData\\_RevisedSHAPolicy](https://bit.ly/Virtual_Orientation_Validation_SchData_RevisedSHAPolicy)
10. To maximize coverage, two on-site validation teams will be formed:
- Team A:** Oliver B. Talaoc, EdD; Glorife C. Clavero; Engr. Tolomeo T. Tesoro, Jr.; Renz Roy A. Ramos
- Team B:** Evelyn F. Importante; Rosmindo L. Ancheta, Jr.; May C. Isnain; Lloyd Rodriguez
11. All expenses related to the conduct of the SHA Validation activities shall be charged against MOOE, subject to standard accounting and auditing procedures.
12. Immediate dissemination of this memorandum is directed to facilitate compliance and ensure the effective implementation of the SHA validation process.

Digitally signed by Batan Virgilio  
Pilarca Jr  
Date: 2025.05.01 01:47:54 +08'00'

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

References: RA No. 4670, DepEd-DBM Joint Circular No. 1, s. 2021  
DepEd Order No. 017, s. 2023

To be indicated in the perpetual index under the ff. subjects:

SCHOOLS                  TEACHERS                  SYSTEM  
DATA                      HARDSHIP INDEX                  BENEFITS  
ZS-DM-SGOD-P& R-2025-04-110-0  
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