



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 22, 2025

DIVISION MEMORANDUM
No. 249 , s. 2025

**VALIDATION OF SCHOOL DATA FOR THE COMPUTATION OF THE HARDSHIP
INDEX CONCERNING THE REVISED SPECIAL HARDSHIP ALLOWANCE POLICY**

To: Public Schools District Supervisors
Public School Heads
All Others Concerned

1. Pursuant to the Regional Memorandum no. 0354, s. 2025, titled: Validation of School Data for the Computation of the Hardship Index Concerning the Revised Special Hardship Allowance Policy, all public schools are directed to conduct validation of schools' data as of School Year 2023-2024 through this link: <https://tinyurl.com/SPECIAL-HARDSHIP-VALIDATION>.

2. The following instruction in the validation tool from the Central Office are to be observed:

- Purpose: This data validation tool is intended exclusively for the computation of the revised hardship index (HI) for all DepEd public schools.
- Data Source and Overall Validation Process:
 - The BHROD-SED utilizes the most current data available from the Basic Education Information System (BEIS) for the School Year 2023-2024.
 - To ensure data accuracy and relevance, this information must undergo a thorough validation and updating process
- Updating School ID and/or School Name: If the school has undergone a conversion to an Integrated School or other reasons that led to a change in the School ID, replace the old School ID with the updated one in the "School ID (current SY)" column. Similarly, if the school has changed its name (due to conversion or other reasons), replace the old School Name with the new one in the "School Name (current SY)" column.
- Validation of BEIS Data: Kindly verify the accuracy of the data extracted from BEIS, as reflected in the "DATA EXTRACTED FROM THE BEIS SUBJECT TO FIELD VALIDATION" columns.
- Procedure for Correct Data: If the data extracted from BEIS is accurate, copy the data into the "FIELD VALIDATED DATA" columns and mark the "Validation Status" column as "Validated – no changes".



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- Procedure for Incorrect Data: If any discrepancies are found in the reflected BEIS data, the correct data must be entered into the “FIELD VALIDATED DATA” columns and update the “Validation Status” column as “Validated – with changes”.
 - All public school heads are directed to access and validate the schools’ data **on or before May 6, 2025**.
3. For widest dissemination and strict compliance.


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