

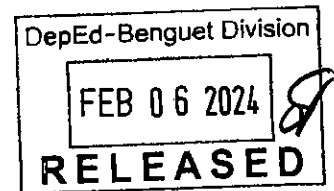


Republic of the Philippines
Department of Education
Schools Division of Benguet

February 01, 2024

DIVISION MEMORANDUM
NO. 44, s. 2024

TO: Assistant Schools Division Superintendent
Schools Governance and Operations Division
Public Schools District Supervisors/In-charge
Secondary and Elementary School Heads
Administrative Officers II
Project Development Officer I
All Others Concerned



**MEETING AND VALIDATION ON THE CLUSTERING OF ADMINISTRATIVE
OFFICER II AND PROJECT DEVELOPMENT OFFICER I**

1. Pursuant to DepEd order no. 02 s. 2024 *Re: Immediate Removal of Administrative Tasks of Public School Teachers*, and in compliance with DM-OUHROD-2023 *Re: Deployment of School-Based Administrative Officer II and Project Development Officer I Items to Public Elementary and Secondary Schools for FY 2023*, this office together with the Schools Governance and Operations Division and the Personnel Unit will conduct a meeting on the following Schedule:

Date	District	Venue
February 14, 2024 AM(8:00 to 11:30)	Kibungan	c/o Kapangan District
	Kapangan	
February 14, 2024 PM(1:00 to 5:00)	La Trinidad	c/o Tublay District
	Tublay	
February 15, 2024 AM(8:00 to 11:30)	Mankayan	c/o Buguias District
	Buguias	
February 15, 2024 AM(8:00 to 11:30)	Bakun	c/o Atok District
	Atok	
February 16, 2024 AM(8:00 to 11:30)	Itogon I	c/o Itogon II District
	Itogon II	
February 16, 2024 PM(1:00 to 5:00)	Sablan	c/o Tuba District
	Tuba	
February 19, 2024 AM(8:00 to 11:30)	Kabayan	c/o Bokod District
	Bokod	

2. This activity aims to:
 - a. Provide technical assistance in the delivery and performance of duties and responsibilities aligned with the KRA



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- b. Ensure that parameters for clustering of schools (*Annex E of DM-OUHROD-2023-1252*) is observed
3. Participants to this activity are the following:

Office/School	Name	Position
Office of the SDS	Sally L. Banaken Ullalim	Schools Division Superintendent
SGOD	Lucio B. Alawas	Chief Education Supervisor
OSDS	Maricel S. Codimdim	Administrative Officer IV (HRMO II)
	Filame P. Guilanda	Administrative Aide VI
	1 Secretariat from the Personnel Unit	
District	PSDS/Public Schools District In charge	
School	All Administrative Officer II	
	All School Heads	

4. Meals, snacks, and traveling expenses of the Division Office and District Personnel shall be charged against the Division MOOE while participants from the School shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations .
5. Immediate and wide dissemination of and strict compliance to this Memorandum and of the concerned are enjoined.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0106

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC SCHOOL DISTRICT SUPERVISORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : NOLASCO A. MEMPIN
Undersecretary
Office of the Undersecretary for Administration

WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : REQUEST FOR THE ACCOMPLISHMENT OF THE ONLINE SURVEY ON SCHOOL HARDSHIP FACTORS FOR THE SPECIAL HARDSHIP ALLOWANCE (SHA)

DATE : 24 January 2024

The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED), has partnered with UNICEF to conduct a joint study that will review and evaluate the implementation of the Special Hardship Allowance (SHA) Policy through Department Order 039, s. 2021 and Department Order 017 s. 2023. Among the goals of the joint study are to review the SHA inclusion and exclusion criteria and identify the school hardship factors that will comprise the Hardship Index (HI). The HI is the targeting system used for identifying hardship posts. The result of the study shall be the basis for the development of new guidelines for the provision of SHA to eligible teachers starting in FY 2024.

In this regard, BHROD-SED together with the Planning Service - Education Management Information System Division (PS-EMISD), developed a data collection tool that aims to gather relevant data on the geographical characteristics of all public schools. This data shall augment the current DepEd


data in the Basic Education Information System (BEIS) on school characteristics and Philippine Statistics Authority data to provide a more holistic account of the situation of all public schools. Kindly note that the data to be collected in this survey will be used for SHA policy revision and is not part of the annual BEIS school data collection.

All School Heads are requested to complete the survey through this link: bit.ly/2024SHASurvey

Only School Heads in schools with official *SCHOOL ID* shall answer the survey. If a school head is assigned to a cluster of schools, there should be one (1) data entry per school. Kindly ensure the correctness of the data as this will serve as the school's final data for analysis and finalization of the hardship index. Thus, no further validation is to be conducted.

Further, we request the assistance of Division Planning Officers and Public-School District Supervisors (PSDS) to ensure the dissemination and accomplishment of the online survey by the school heads **on or before February 29, 2024**. A regular monitoring session with the Division Planning Officers to check the school submission rate shall be undertaken.

For further concerns and clarifications, you may contact BHROD-SED through email at bhrod.sed@deped.gov.ph, copy furnished supintendent@deped.gov.ph, or telephone number (02) 8633-5397.




Republic of the Philippines
Department of Education
Schools Division of Benguet

February 05, 2024

TO: Public Elementary and Secondary School Heads
All Others Concerned

For immediate dissemination and strict compliance.


SALLY L. BANAKEN-ULLALIM CESOY
Schools Division Superintendent