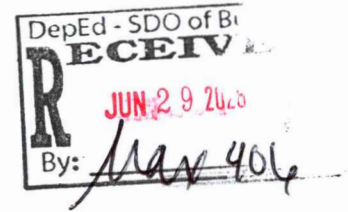




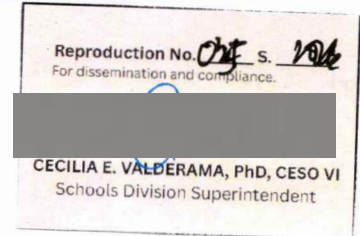
Republika ng Pilipinas

Department of Education



MEMORANDUM

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHER CONCERNED



FROM : [Redacted]
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

[Redacted]
ATTY. MARCELINO G. VELOSO III
Assistant Secretary for Information and Communications
Technology Service

SUBJECT : ESTABLISHMENT OF THE RAPID SCHOOL DATA
VALIDATION TEAM

DATE : 25 June 2026

1. Background and Rationale

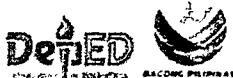
1.1. Schools regularly submit data through multiple systems, templates, surveys, reports, and program-specific channels. These cover school information, such as basic education inputs inventory, availability and status of utilities, and land ownership in major systems such as the Basic Education Information System (BEIS) and the National School Building Inventory (NSBI), which are often relied upon for policy and resource-allocation decisions.

1.2. These data are used for planning, budgeting, procurement, prioritization, program implementation, and management reporting. This includes the DepEd Computerization Program (DCP) where monitoring is expanded to the validation of receipt, inventory, functionality, utilization, condition, transfer, repair, loss, and accountability of ICT assets. Corollary to this, the DCP Portal was instituted



to serve as the official interim platform for ICT inventory submission, updating, validation, and monitoring.

- 1.3. While data is submitted through BEIS, NSBI, the DCP Portal, or any other official system, a responsive validation mechanism needs to be established to ensure that data is accurate, updated, consistent, and complete so that program owners have reliable baselines and information for planning and procurement.
2. Establishment of a Rapid School Data Validation Team
 - 2.1. This Memorandum hereby establishes a Rapid School Data Validation Team (RVAT), composed of personnel from relevant Central Office units, organized as a flexible, cross-functional validation pool.
 - 2.2. The RVAT shall operate through two (2) complementary modes:
 - 2.2.1. Online Validation - Schools shall be contacted through official channels, calls, online conferences, email, or other authorized platforms to verify submissions, clarify inconsistencies, require supporting evidence, and guide correction of records.
 - 2.2.2. Physical Spot Checking - Select schools shall be visited to verify actual field conditions, inspect records, validate reported data, document findings, and determine whether corrective, technical, administrative, operational, or accountability action is required. Physical spot checking may be conducted for high-risk cases, random or risk-based sampling, management-directed validation, and priority program monitoring.
 - 2.3. For DCP and ICT-related data, the RVAT shall use the DCP Portal as the official interim platform for inventory submission, updating, validation, and monitoring. The RVAT may however use a copy or revised form of the data in the DCP Portal as a working tracker, status monitor, and findings summary, among others.
 - 2.4. The RVAT shall complement, not replace, the responsibilities of Regional Offices, Schools Division Offices, Schools and other responsible personnel for data collection and management. They remain accountable for the accuracy, completeness, timeliness, correction, and resubmission of data under their respective mandates.
3. Scope of Validation
 - 3.1. The SVAT may validate school-level data involving:
 - 3.1.1. ICT and digital infrastructure: devices, connectivity, network equipment, power availability, and Internet service status;
 - 3.1.2. Learning resources: textbooks, tablets, laptops, smart TVs, e-learning carts, and assistive technologies;



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- 3.1.3. School infrastructure: classrooms, buildable space, repair needs, utilities, and disaster damage;
- 3.1.4. Land and site status: school site ownership, titles, deeds, usufruct, donation documents, and encumbrances;
- 3.1.5. Personnel and staffing: school head designation, administrative support, ICT coordinators, and teaching and non-teaching complement personnel; and
- 3.1.6. Program implementation: receipt, deployment, utilization, and condition of delivered goods or services.

4. Roles and Responsibilities

4.1. The RVAT shall:

- 4.1.1. Validate data submissions against actual conditions, supporting documents, and official records;
- 4.1.2. Reduce fragmented and reactive validation by establishing a structured mechanism for online validation and physical field verification;
- 4.1.3. Identify high-risk or inconsistent submissions that may affect allocations, beneficiary lists, delivery planning, infrastructure programming, connectivity interventions, management reporting, or audit response;
- 4.1.4. Provide technical assistance to schools and field offices in correcting records, submitting evidence, and improving compliance with official reporting requirements;
- 4.1.5. Document and escalate material findings involving repeated non-compliance, unsupported submissions, suspected loss or misuse of assets, or other matters requiring administrative, technical, audit, operational, or policy action, in accordance with law and with full observance of due process; and,
- 4.1.6. Produce the following outputs:
 - 4.1.6.1. Validation reports;
 - 4.1.6.2. Corrective action trackers;
 - 4.1.6.3. Lists of schools requiring correction or escalation;
 - 4.1.6.4. Dashboards on cases opened, validated, corrected, unresolved, escalated, and closed;
 - 4.1.6.5. Recurring data-quality issues by region, division, system, or program; and



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4.1.6.6. Recommendations for policy, system, form, or process improvement.

5. RVAT Composition

5.1. The RVAT shall be interdisciplinary and may draw personnel from relevant Central Office units depending on the validation concern, such as the Information and Communications Technology Service (ICTS), Bureau of Human Resource and Organization Development (BHROD), Education Facilities Division (EFD), Administrative Service (AS), and Policy and Planning Service (PPS).

5.2. The RVAT shall be under the supervision of the ICTS, in coordination with the supervising executives of the Human Resource and Organizational Development, Education Facilities, Administration and Planning.

5.3. The ICTS shall determine the timeline for data validation and correction, and submission of validated reports by the RVAT working team, as well as the documentary requirements for reviewing, monitoring, and addressing high priority concerns. Given that each case needing rapid validation and monitoring have varying circumstances, the determination of timeline and documentary requirements shall be determined/set on a case-to-case basis.

5.4. A member of the RVAT team shall be designated as a Team Lead.

5.5. An Activity Lead shall be designated by the Team Lead for specific activities to coordinate the validation, consolidate findings, and submit the activity report of the working team.

6. Roles and Responsibilities

6.1. RVAT Team Lead

6.1.1. The Team Lead shall:

- 6.1.1.1. Set the scope, priority, and schedule of validation activities;
- 6.1.1.2. Constitute the appropriate working team from the validation pool;
- 6.1.1.3. Approve validation checklists, data requirements, and evidence standards;
- 6.1.1.4. Coordinate with concerned Central Office units, ROs, and SDOs;
- 6.1.1.5. Ensure that findings are documented, classified, and reported;
- 6.1.1.6. Require correction or resubmission when conflicting, incomplete, unsupported, or outdated data are detected;
- 6.1.1.7. Endorse corrective actions and recommendations to management;
- 6.1.1.8. Monitor the closure of all validation cases; and
- 6.1.1.9. Perform all other tasks assigned by ICTS, in relation to this Memorandum.

6.2. RVAT Activity Lead



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6.2.1. The Activity Lead shall:

- 6.2.1.1. Set the scope, and schedule of validation activities of the small working team;
- 6.2.1.2. Coordinate the validation, consolidate findings, and submit the report of the activities of the small working team; and
- 6.2.1.3. Perform all other tasks assigned by Team Lead and/or ICTS, in relation to this Memorandum.

6.3. RVAT Members

- 6.3.1. Prepare school-level validation profiles and case summaries;
- 6.3.2. Develop sampling criteria and risk-based prioritization logic;
- 6.3.3. Identify inconsistencies, outliers, missing values, duplicate records, and conflicting submissions;
- 6.3.4. Review evidence and means of verification;
- 6.3.5. Maintain the validation tracker, dashboard, and consolidated reports;
- 6.3.6. Analyze recurring data-quality issues by school, division, region, system, or program;
- 6.3.7. Identify causes of incorrect or incomplete submissions;
- 6.3.8. Recommend correction, resubmission, or escalation of discrepancies;
- 6.3.9. Recommend improvements to forms, data standards, reporting processes, and system controls; and
- 6.3.10. Perform all other tasks assigned by Team Lead and/or ICTS, in relation to this Memorandum. The members of the working team shall perform all other tasks assigned by their respective Activity Lead, in relation to this Memorandum.

6.4. Program Owner/End Users Offices

- 6.4.1. Provide the program-specific data fields requiring validation and data material to eligibility and prioritization;
- 6.4.2. Review validation findings and determine their effect on the program concerned;
- 6.4.3. Act on validated corrections in beneficiary lists, allocation plans, implementation records, or reports; and



6.4.4. Recommend policy, operational, or procedural adjustments based on recurring findings.

6.5. Regional Offices

6.5.1. Through the Office of the Regional Director, shall:

- 6.5.1.1. Coordinate validation activities to be conducted by the RVAT;
- 6.5.1.2. Review and validate division-level submissions and certifications as required by the RVAT;
- 6.5.1.3. Monitor SDO compliance with correction, resubmission, and documentation requirements;
- 6.5.1.4. Provide technical assistance to SDOs and schools; and
- 6.5.1.5. Endorse unresolved or material findings to the Central Office, when necessary.

6.6. Schools Division Offices

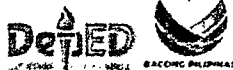
6.6.1. Through the Office of the Schools Division Superintendent, shall:

- 6.6.1.1. Facilitate communication with schools selected for validation;
- 6.6.1.2. Ensure the participation of the School Head and relevant school personnel;
- 6.6.1.3. Review school submissions before endorsement or certification as required by the RVAT;
- 6.6.1.4. Assist schools in preparing evidence, corrected records, and resubmissions; and
- 6.6.1.5. Monitor completion of corrective actions.

6.7. Schools

6.7.1. Through the School Head, shall:

- 6.7.1.1. Ensure that school data submitted to official systems, templates, surveys, and reports are accurate, complete, updated, and supported by records;
- 6.7.1.2. Designate appropriate school personnel to assist in validation and coordinate the validation schedule and activities;
- 6.7.1.3. Present required documents and evidence during online validation or physical spot checking;
- 6.7.1.4. Confirm, correct, or explain discrepancies;
- 6.7.1.5. Resubmit corrected data when conflicting, incomplete, outdated, or unsupported entries are detected;
- 6.7.1.6. Certify corrected data when required;
- 6.7.1.7. Ensure that corrections are submitted through the appropriate official system or channel within the prescribed period;



- 6.7.1.8. Maintain supporting documents for audit, monitoring, and future validation; and
- 6.7.1.9. Maintain copies of validation documents and corrective action records.

6.7.2. Through the School Property Custodian or Supply Officer, shall:

- 6.7.2.1. Maintain updated inventory and property accountability records;
- 6.7.2.2. Present delivery, inspection, acceptance, inventory, transfer, repair, loss, or disposal documents;
- 6.7.2.3. Assist in verifying the existence, location, condition, and accountability of school assets;
- 6.7.2.4. Reconcile school inventory records with DCP Portal entries and other official records;
- 6.7.2.5. Explain discrepancies involving asset status, quantity, location, or condition; and
- 6.7.2.6. Assist in correcting and resubmitting property and inventory records.

6.7.3. Through the School ICT Coordinator, shall:

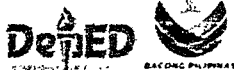
- 6.7.3.1. Assist in validating ICT equipment, connectivity, network setup, systems access, and digital learning resources;
- 6.7.3.2. Provide technical details on functionality, utilization, configuration, and operational issues;
- 6.7.3.3. Assist in preparing photos, screenshots, videos, connectivity evidence, and other digital proof;
- 6.7.3.4. Support the School Head and Property Custodian in updating or resubmitting DCP Portal entries; and
- 6.7.3.5. Report technical issues affecting equipment use, connectivity, or portal compliance.

7. Validation Procedures

7.1. Each validation case shall be documented with the following minimum information:

- 7.1.1. school identifier and data issue;
- 7.1.2. source system or submission;
- 7.1.3. evidence reviewed;
- 7.1.4. validation finding;
- 7.1.5. required correction or action;
- 7.1.6. responsible office or person;
- 7.1.7. due date; and
- 7.1.8. case status.

7.2. Validation cases shall be classified as:



- 7.2.1. Validated — No Correction Needed;
- 7.2.2. Validated — Correction Required;
- 7.2.3. Partially Validated;
- 7.2.4. Unresolved;
- 7.2.5. For Physical Spot Check;
- 7.2.6. Escalated; or
- 7.2.7. Closed After Correction.

7.3. Validation may be conducted individually or by cluster. Where several schools have the same data issue or validation requirement, the RVAT may convene a clustered session with multiple School Heads or authorized representatives. Clustered validation may be used to explain common issues, clarify requirements, obtain initial confirmations, and identify schools requiring separate follow-up. School-specific findings, evidence, corrections, and certifications shall still be documented separately. Sensitive or school-specific matters shall be handled through separate follow-up or breakout sessions.

8. Resubmission and Correction of Conflicting Data

8.1. When the RVAT detects conflicting, incomplete, outdated, unsupported, or materially inconsistent data, the concerned school shall resubmit the affected record through the appropriate official system, template, or channel.

8.2. Validated data produced through this process shall serve as the basis for matching against subsequent submissions in official information systems. Any later submission that conflicts with the validated record shall be flagged for review, correction, or resubmission.

8.3. Grounds for Required Resubmission

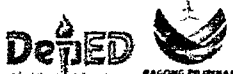
8.3.1. Resubmission may be required when:

- 8.3.1.1. The data submitted through the BEIS, NSBI, DCP Portal, or other official DepEd records are inconsistent;
- 8.3.1.2. The data submitted does not match supporting documents or field validation results;
- 8.3.1.3. The data submitted is incomplete; or
- 8.3.1.4. The record requires further explanation or certification.

8.4. Resubmission Requirements

8.4.1. The resubmission shall include:

- 8.4.1.1. Corrected data values;
- 8.4.1.2. Supporting documents or evidence;
- 8.4.1.3. Explanation of the discrepancy, where necessary;
- 8.4.1.4. Name and position of the personnel who prepared or corrected the submission;



- 8.4.1.5. Certification or confirmation by the School Head, SDO, RO, or concerned data owner, as applicable; and
- 8.4.1.6. Date of resubmission.

8.5. Treatment of Uncorrected Conflicting Data

8.5.1. Until corrected or properly certified, conflicting data shall be tagged as:

- 8.5.1.1. For Correction;
- 8.5.1.2. For Resubmission;
- 8.5.1.3. Partially Validated; or
- 8.5.1.4. Unresolved.

8.5.2. Unresolved records shall be flagged with concerned offices for immediate action. Additionally, program owners must be cautious in the use of said data as basis for procurement and allocation prioritization.

9. Use of Validated Data for Subsequent Matching

9.1. Validated data generated through the RVAT shall serve as a reference dataset for comparison with subsequent submissions in designated DepEd data collection platforms.

9.2. This matching process ensures that validated field information is not treated as a one-time exercise, but is used to improve future official submissions and identify recurring data-quality issues.

9.3. The concerned data owner may use validated records to:

- 9.3.1. Compare validated findings with subsequent official submissions;
- 9.3.2. Identify schools, SDOs, or ROs with recurring data-quality issues;
- 9.3.3. Improve data definitions, validation rules, and system controls; and
- 9.3.4. Support more reliable planning, budgeting, procurement, prioritization, reporting, and program implementation.

10. Accountability Principle

10.1. Data quality shall be treated as an institutional responsibility. The encoder or focal person may assist in submission, but accountability for the accuracy, completeness, timeliness, correction, and resubmission of official data rests with the office or school that owns, certifies, validates, uses, or acts on the data.

10.2. Accordingly:



- 10.2.1. The school is accountable for the truthfulness and completeness of school-level submissions;
- 10.2.2. The SDO is accountable for review, support, validation, correction, and resubmission within its jurisdiction;
- 10.2.3. The RO is accountable for regional monitoring, quality assurance, and escalation;
- 10.2.4. The Central Office data owner is accountable for standards, system design, validation rules, and use of data for policy and program decisions; and
- 10.2.5. The RVAT is accountable for conducting validation, documenting findings, requiring correction or resubmission, recommending corrective action, and escalating material issues.

11.Data Privacy

- 11.1. All personal and sensitive personal information collected shall be processed strictly in accordance with Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and applicable National Privacy Commission issuances. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.

12.Fund Source

- 12.1. The funding requirements for the implementation of this policy, including expenses related to the conduct of physical spot checking, monitoring activities, technical assistance, coordination meetings, and other necessary operational expenses of the RVAT, shall be charged against the FY 2026 DepEd Computerization Program (under Republic Act No. 12314). Additional funding requirements may be charged against other available funds of identified responsible offices, subject to the availability of funds and compliance with existing budgeting, accounting, procurement, and auditing rules and regulations.

13.For any query or clarification, kindly coordinate with the ICTS-Technology Infrastructure Division through the following contact details: icts.tid@deped.gov.ph or 02-8633-2363.



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