



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. 08 Series 2023

TO: Chief Education Supervisors
PSDS
Elementary and Secondary School Heads
All Others Concerned

Date: January 9, 2023

Subject: DISSEMINATION OF OUGFA Memo No. 2022-03-3666 TITLED
UPDATED INSTRUCTION ON SCHOOL REPORTING FOR THE PANTAWID
PAMILYANG PILIPINO PROGRAM (4Ps)

1. This Office disseminates OUGFO No. 2022-03-3666 titled "Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4Ps).
2. In compliance with the said Memorandum, school heads and/or designated school focal persons are expected to resume providing necessary support to the Department of Social Welfare and Development (DSWD). Deadline for the submission of the required certification is January 16, 2023.
3. Attached is a copy of OUGFO No. 2022-03-3666 and OUGFO No. 2022-03-0143 Memorandum for reference.
4. For guidance and compliance of all concerned.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
GOVERNANCE AND FIELD OPERATIONS


OUGFO No. 2022-03-3666


MEMORANDUM


16 December 2022

FOR: **REGIONAL DIRECTORS**

FROM:


EPIMACO V. DENING III
Undersecretary and Chief of Staff


ATTY. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations


FRANCIS CESAR E. BRINGAS
Assistant Secretary
Governance and Field Operations

SUBJECT: **Updated Instruction on School Reporting for the *Pantawid Pamilyang Pilipino Program (4Ps)***

This memorandum is being issued to update the Department's guidance on schools' reporting for the *Pantawid Pamilyang Pilipino Program (4Ps)*.

Per the Implementing Rules and Regulations (IRR) of **Republic Act No. 11310** or "*An Act Institutionalizing the Pantawid Pamilyang Pilipino Program*," DepEd, as member of the National Advisory Council and the Regional Advisory Council, "shall align similar systems for 4Ps and help monitor and evaluate the program operations particularly on the compliance of the qualified household-beneficiaries with the conditions for education."

Consistent with the IRR, helping monitor the operations of 4Ps shall entail providing the Department of Social Welfare and Development (DSWD) necessary **information that schools already collect in its existing systems** (e.g., keeping a record of learners' attendance) and **NOT** creating new systems or adding new tasks especially to teachers.

1. **Submission of school attendance reports to DSWD c/o school heads/non-teaching personnel**

Regional Offices and Schools Division Offices are ordered to instruct schools to **resume providing necessary support** to the DSWD, through its local counterparts, for the monitoring of the 4Ps, **as long as such support will not undermine the department's objective of lessening the non-teaching workload of teachers.**

School heads or their designated non-teaching personnel shall be in charge of consolidating such information from teachers, as applicable, for subsequent submission to the DSWD.

2. **Submission of certification by schools that were not able to submit Compliance Verification (CV) forms for Compliance Period 5**

Particular to schools that were not able to submit the CV Form for Compliance Period 5 of the 4Ps payment schedule (October-November 2022), School Heads or their designated non-teaching personnel shall submit a **certification** to DSWD, through its local counterparts, reflecting the number of learner-beneficiaries in their schools **who have completed at least 85% of their required attendance per month for the said period.**

Attached is the prescribed template for the said certification (**Annex A**). The certification shall be issued covering all learner-beneficiaries instead of the individual CV Forms. This is essential so that the household beneficiaries can receive the educational cash grants for Compliance Period 5 of 2022.

The certification shall be submitted to the DSWD not later than **December 23, 2022.**

3. **Putting on Hold OASGFO Memorandum No. 2022-067**

In view of the foregoing, **OASGFO Memorandum No. 2022-067** titled *Turnover of the Pantawid Pamilyang Pilipino Program (4Ps) Monitoring and Generation of Reports to the Department of Social Welfare and Development* is hereby put on hold until arrangement is adjusted and finalized with the DSWD.

However, the essence of the said memorandum—which is to unload teachers of tasks not related to teaching—**is retained and further emphasized**, as provided for in this new memorandum.

For questions and concerns, please contact the Bureau of Learner Support Services-School Health Division, through telephone number (02) 8632-9935 or email address blss.shd@deped.gov.ph.

Annex A

SCHOOL LETTERHEAD

Certificate of Compliance
Education Condition
Pantawid Pamilyang Pilipino Program (4Ps)

This is to certify that ___ out of ___ 4Ps learner-beneficiaries of (name of school _____) are compliant with at least 85% school attendance for the 2022 Compliance Period 5 (October and November).

Further, below is the list of 4Ps learner-beneficiaries that were not able to comply with the education condition:

(Please check the month(s) that the beneficiary/ies listed was/were not able to comply with the required school attendance.)

Name of Beneficiary	October	November

Name and Signature of the School Head

Date Accomplished

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
GOVERNANCE AND FIELD OPERATIONS

OUGFO No. 2023-03-0143

MEMORANDUM

05 January 2023

FOR: **Regional Directors**
Schools Division Superintendents

FROM: 
ATTY. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations

SUBJECT: **New Deadline for the Submission to DSWD of the Required Certification for the Pantawid Pamilyang Pilipino Program (4Ps)**

With reference to OUGFO Memorandum No. 2022-03-3666 titled *Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4Ps) (Annex A)*, this Office informs all concerned that per DepEd's coordination with the DSWD, **the deadline for the submission of the required certification** explained in the OUGFO memorandum has been moved from December 23, 2022 to **January 16, 2023**.

This Office reiterates the importance of complying with the said certification and requests the full cooperation of all schools concerned, particularly those that were not able to submit Compliance Verification (CV) Forms for Compliance Period 5 of the 4Ps payment schedule (October-November 2022).

The certification, to be submitted in lieu of the CV forms, is necessary so that the 4Ps household beneficiaries will receive their educational cash grants for Compliance Period 5.

A soft copy of the template annexed to OUGFO Memorandum No. 2022-03-3666 may be accessed at <https://bit.ly/4pscompliancecert>.

This Office further reiterates that the task of preparing and submitting the certification is assigned to **school heads or their designated non-teaching personnel**. This is consistent with prior pronouncements and policy directives to unload teachers of tasks not related to teaching.

For questions and concerns, please contact the Bureau of Learner Support Services-School Health Division, through telephone number (02) 8632-9935 or email address biss.shd@deped.gov.ph.