



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2023-01-013  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 13 2023 Time: \_\_\_\_\_  
By: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 013 s. 2023

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors- CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM : **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent *g*

DATE : January 13, 2023

SUBJECT: DISSEMINATION OF REGIONAL MEMORANDUM NO. 014, s. 2023 RE:  
UPDATED INSTRUCTION ON SCHOOL REPORTING FOR THE  
PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)

For information and guidance, the Office hereby request all schools to submit the required data stipulated in the aforementioned Regional Memorandum.

For queries, kindly contact Marsfith Mamawag, SEPS at 09178803864.

Enclosed: as stated

TO BE POSTED IN THE WEBSITE



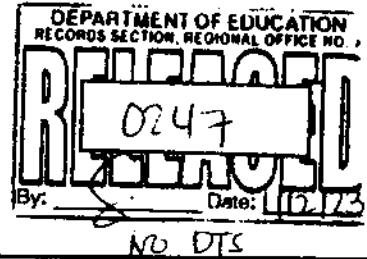
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



January 10, 2022

REGIONAL MEMORANDUM  
No. 014, s. 2023

**UPDATED INSTRUCTION ON SCHOOL REPORTING FOR THE PANTAWID  
FAMILYANG PILIPINO PROGRAM(4Ps)**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Regarding **DepEd OUGFO No. 2022-03-3666 Memorandum** titled **Updated Instruction on Reporting for the Pantawid Familyang Pilipino Program (4Ps)**, all Schools Division Offices (SDOs) shall accomplish the following:

- a. Submission of school attendance reports to DSWD c/o school heads/ nonteaching personnel,
- b. Submission of certification by schools that were not able to submit Compliance Verification (CV) forms for Compliance Period 5, and
- c. Putting on Hold OASGFO Memorandum No. 2022-067.

2. Deadline for submission of the said report is on or before **January 16, 2023** to the **DSWD**, copy furnished this office at **hnu.regionx@deped.gov.ph**.

3. Attached are copies of OUGFO No. 2022-03-3666 & OUGFO No.2023-03-0143 memoranda with the prescribed certification template for the certification (Annex A) for instruction and reference.

4. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated

ESSD/mgy



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Department of Education Region 10  
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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
GOVERNANCE AND FIELD OPERATIONS

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OUGFO No. 2023-03-\_\_\_\_  
**MEMORANDUM**  
05 January 2023

**FOR:** Regional Directors  
Schools Division Superintendents

**FROM:** *Revsee A. Escobedo*  
**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)**

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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

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



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

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OUGFO No. 2022-03-3666


**MEMORANDUM**

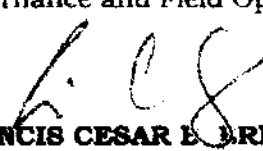
16 December 2022

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)***

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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 [bssa\\_sshd@deped.gov.ph](mailto:bssa_sshd@deped.gov.ph).

**Annex A**

**SCHOOL LETTERHEAD**

**Certificate of Compliance**  
Education Condition  
***Pantawid Familyang 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.)*

| <b>Name of Beneficiary</b> | <b>October</b> | <b>November</b> |
|----------------------------|----------------|-----------------|
|                            |                |                 |
|                            |                |                 |
|                            |                |                 |
|                            |                |                 |

**Name and Signature of the School Head**

Date Accomplished