



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023-018

To : **Public Schools District Supervisors
All Schools Administrators
All Others Concerned**

Subject : **UPDATED INSTRUCTION ON SCHOOL REPORTING FOR THE
PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)**

Date : January 16, 2023

Herewith is the Regional Memorandum ESSD-2023-003 or the Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4Ps), informing the field on the update regarding the Department's guidance on schools' reporting for 4Ps.

In view thereof, this Office hereby advised the field to resume providing necessary support to the Department of Social Welfare and Development (DSWD), through its local counterparts, for the monitoring of the 4Ps, **provided such support will not compromise the department's objective of reducing the non-teaching workload of teachers.**

Further, here below are the specific instructions which are stipulated in the **attached OUGFO Memorandum**, to wit:

1. Submission of school attendance reports to DSWD c/o School Heads/ Non-Teaching Personnel.
2. Submission of certification by schools that were not able to submit Compliance Verification (CV) forms for Compliance Period 5 using the prescribed template.
3. Putting on hold the OASGFO Memorandum No. 2022-067.

For further details, Mrs. Reissa T. Silda, Regional 4Ps Focal Person, may be contacted at (082) 224-0748.

For information and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: JAN 19 2023 TIME: 7:18 PM

BY:

CRISTY C. EPE

Schools Division Superintendent

1/19/23

Enclosed: As stated.
OSDS/HNU/hmle



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2023-003

SCHOOLS DIVISION OFFICE
RECORDS SECTION

RECEIVED 46149
09 JAN 2023 TIME 10:09 AM

To : All Schools Division Superintendents

Subject: UPDATED INSTRUCTION ON SCHOOL REPORTING FOR
THE PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)

Date : January 5, 2023

Attached is a copy of OUGFO Memorandum No. 2022-03-3666 entitled: "Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4Ps)", informing this Office on the update regarding the Department's guidance on schools' reporting for 4Ps.

In view thereof, **this Office hereby advised the field to resume providing necessary support** to the Department of Social Welfare and Development (DSWD), through its local counterparts, for the monitoring of the 4Ps, **provided such support will not compromise the department's objective of reducing the non-teaching workload of teachers.**

Further, all SDOs shall inform their respective schools regarding the specific instructions stipulated in the attached OUGFO Memorandum, to wit:

1. Submission of school attendance reports to DSWD c/o School Heads/ Non-Teaching Personnel.
2. Submission of certification by schools that were not able to submit Compliance Verification (CV) forms for Compliance Period 5 using the prescribed template.
3. Putting on hold OASGFO Memorandum No. 2022-067.

For further details, Ms. Reissa T. Silda, Regional 4Ps Focal Person, may be contacted at (082) 224-0748.

Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
By: [Signature]
Date: 1.9.23

ALLAN G. PARNAZO
Director IV

ROB7/rt



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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

 2.29.22
13338


ATTY. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations


FRANCIS CESAR B. RINGAS
Assistant Secretary
Governance and Field Operations

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

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

Per the Implementing Rules and Regulations (IRR) of **Republic Act No. 11310** or "*An Act Institutionalizing the Pantawid Familyang 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 bsss@dswd.gov.ph

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