



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

July 16, 2026

DIVISION MEMORANDUM

No. 009, s. 2026

**GUIDELINES ON THE PROCESSING OF REQUESTS RELATED
TO THE CITY GOVERNMENT OF DIGOS EDUCATIONAL
ASSISTANCE PROGRAM FOR GRADE 1 LEARNERS**

To : Public Schools District Supervisors
All Public Elementary School Heads
All Other Personnel Involved

1. Attached is the letter request from the Office of the City Social Welfare and Development dated July 14, 2026 re: "List of Grade 1 Learners enrolled in public elementary schools within the Schools Division of Digos City". The request shall be utilized for the identification of potential beneficiaries of the Educational Assistance Program. **The target beneficiaries are Grade 1 learners enrolled in public schools who belonged to economically disadvantaged families but are not beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps).**
2. In this regard, the Office of the City Social Welfare and Development is requesting for the following information **(learners' names, parents' or guardians' names, home addresses, contact numbers, and Certification of Enrollment)**
3. The Schools Division Office supports the Local Government Unit's initiative to provide educational assistance to deserving learners. However, all schools shall ensure that the collection, processing, use, and disclosure of personal information strictly comply with the provisions of the Data Privacy Act of 2012, its Implementing Rules and Regulations, and other applicable DepEd issuances on data privacy and information security.
4. To ensure lawful processing of personal information, all Public Elementary School Heads are directed to observe the following:
 - 4.1 The City Social Welfare and Development (CSWD) and/or its barangay counterparts shall submit the identified list of Grade 1 learners to schools following the set guidelines.
 - 4.2 After the school has received the identified list from the CSWD or its barangay counterparts, the school must secure a **"PRIOR INFORMED CONSENT"** from the parent/guardian informing them that their child has been identified as a beneficiary of the said program.
 - 4.3 After having the Prior Informed Consent from the parent only then that the child shall be included in the official list of Grade 1 beneficiary and in the List for the Certification of Enrollment.
 - 4.4 Schools shall directly submit the Official list of Grade 1 beneficiary to the Office of the City Social Welfare and Development.
 - 4.5 The school shall prepare a received copy specifying the following:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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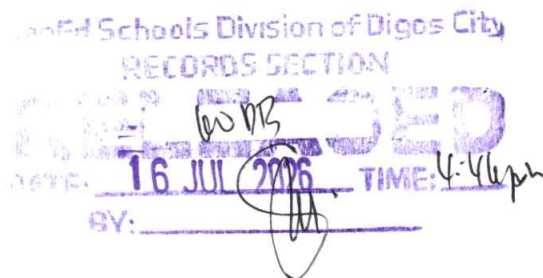
Office of the Schools Division Superintendent

“any personal information and documents provided by the schools shall be used solely for the identification, validation, processing, and release of the Educational Cash Assistance under the City Government's Educational Assistance Program and shall not be processed, disclosed, or utilized for any other purpose without the appropriate legal basis or the express consent of the data subjects, in accordance with the Data Privacy Act of 2012”

5. The valid ID's copy of the parent/guardians shall be provided personally by them and they shall likewise secure the Certificate of Indigency from their respective barangays. Thus, these documents shall be submitted by the beneficiary's parent/guardian directly to CSWD Office.
6. Attached also is the sample copy of the “PRIOR INFORMED CONSENT” and letter reply of this Division to the said office for your guidance.
7. For compliance.

For and in the absence of the SDS:


PETER JASON C. SENARILLOS
SEPS Soc. Mob.
Officer-In-Charge 





Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Enclosed: As stated.
SGOD/PRME/ama

SAMPLE ONLY

PRIOR INFORMED CONSENT

Educational Assistance Program of the City Government of Digos

I, _____, of legal age, Filipino, and the parent/legal guardian of _____, a Grade 1 learner enrolled at _____, hereby freely and voluntarily give my Prior Informed Consent to the Department of Education, through the concerned public elementary school, to collect, process, and disclose the necessary personal information of my child and our family to the City Government of Digos, through its authorized offices, solely for the purpose of determining eligibility, validating records, processing, and facilitating the release of assistance under the Educational Assistance Program.

I understand that the personal information to be processed and disclosed include the following:

1. Name of the learner;
2. Name of the parent or legal guardian;
3. Home address;
4. Contact number;
5. Certification of Enrollment duly issued by the School Head;

I have been informed that: The disclosure of the above information is voluntary and is made only upon my express consent in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations.

The personal information disclosed shall be used solely for the identification, validation, processing, and release of the Educational Cash Assistance under the City Government of Digos Educational Assistance Program.

The information shall not be processed, shared, disclosed, or used for any purpose other than those stated above without another lawful basis or my further consent, unless otherwise required by law.

By signing this document, I certify that the contents of this Prior Informed Consent have been explained to me, that I fully understand its purpose and implications, and that I voluntarily authorize the processing and disclosure of the above-mentioned personal information.

Signature over printed Name: _____

Relationship to Learner: _____

Complete Home Address: _____

Contact Number: _____

Date Signed: _____



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Republic of the Philippines
Province of Davao del Sur
CITY OF DIGOS



OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT

July 14, 2026

MELANIE P. ESTACIO, PhD, CESO V

Schools Division Superintendent
Department of Education – Digos City Division
Digos City

Dear Ma'am,

Greetings!

The City Social Welfare and Development Office (CSWDO) of the City Government of Digos respectfully requests your assistance in providing a list of Grade 1 learners enrolled in public elementary schools within the Schools Division of Digos City.

The requested list will be utilized for the identification of potential beneficiaries of the upcoming Educational Assistance Program of the Department of Social Welfare and Development (DSWD) through the City Government of Digos. In accordance with the program guidelines, the **target beneficiaries are deserving Grade 1 learners enrolled in public schools who belong to economically disadvantaged families but are not beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps).**

Please be informed that our City Government under the leadership our Honorable Mayor Josef F. Cagas has allocated **3,000 slots for qualified Grade 1 learners**. Due to the limited number of available slots, inclusion in the list does not automatically guarantee the grant of educational assistance. All identified learners shall undergo validation and assessment to determine their eligibility based on the program guidelines.

To facilitate the identification and validation process, we respectfully request that the list, if available, include the following information:

- Name of the learner;
- Name of parent or guardian;
- Complete home address;
- School name; and
- Contact number, if available.



Further, the following documents shall form part of the eligibility requirements to be submitted by the potential beneficiaries during the validation process:

- Certification of Enrolment for School Year 2026–2027, duly signed by the School Principal;
- Photocopy of the student's School Identification (School ID), or any school-issued identification if the School ID is not yet available;
- Photocopy of one (1) valid government-issued Identification Card of the parent or legal guardian; and
- Original or certified true copy of the Barangay Certificate of Indigency.

We highly appreciate your assistance and continued partnership in ensuring that this educational assistance reaches the most deserving Grade 1 learners in the City of Digos.

We look forward to your favorable response.

Thank you very much.

Respectfully yours,


ELMIE A. VIBAS, RSW, MPA
CGDH 1/CSWDO



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

July 16, 2026

ELMIE A. VIBAS, RSW, MPA
CGDH 1/CSWDO
Digos City

Ma'am:

This refers to your letter dated July 14, 2026, requesting the Schools Division Office of Digos City to provide the list of Grade 1 learners enrolled in public elementary schools for the identification of potential beneficiaries of the Educational Assistance Program.

While the Schools Division Office recognizes and supports the City's initiatives to provide educational assistance to deserving learners, we are likewise mandated to ensure compliance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations, which govern the collection, processing, and disclosure of personal information.

The information requested, including learners' names, parents' or guardians' names, home addresses, contact numbers, and Certifications of Enrollment, constitutes personal information protected by law.

Accordingly, public schools may disclose and submit such information to your Office only upon obtaining the **PRIOR INFORMED CONSENT** of the individual parent or legal guardian of the learner. In view thereof, we respectfully request your good Office to coordinate directly with the respective barangays, to identify learners who are non-4Ps beneficiaries and may qualify for the Educational Assistance Program including the identification of learners belonging to economically disadvantage families. Subsequently, submit the list of identified learners to the school where the learner is enrolled.

Once the necessary **CONSENT** has been secured from the parents or guardians of the identified learners, the concerned schools shall be able to issue and submit the required Certification of Enrollment and other authorized information in accordance with the Data Privacy Act and other applicable regulations.

Furthermore, the school cannot provide the photocopy of school ID since not all schools have pupils ID. The valid ID's copy of the parent/guardians shall be provided personally by them and they shall likewise secure the Certificate of Indigency from their respective barangays. Thus, these documents shall be submitted by the beneficiary's parent/guardian directly to your office.



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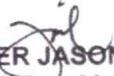
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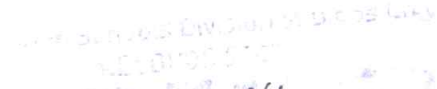
Lastly, any personal information and documents provided by the schools shall be used solely for the identification, validation, processing, and release of the Educational Cash Assistance under the City Government's Educational Assistance Program and shall not be processed, disclosed, or utilized for any other purpose without the appropriate legal basis or the express consent of the data subjects, in accordance with the Data Privacy Act of 2012.

May this response assist your Office in facilitating the preparation of the list of Grade 1 learner-beneficiaries for the said Educational Assistance Program from the Local Government Unit – Digos City.

Sincerely,

For and in the absence of the SDS:


PETER JASON C. SENARILLOS
SEPS Soc. Mob.
Officer-In-Charge 


No. 0770541
DATE: 16 JUL 2026 TIME: 2:49pm
BY: 



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