



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

26 June 2023

DIVISION MEMORANDUM

No. **252**, s. 2023

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

To: OIC-Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is a Memorandum from the Office of the Regional Director **Ramir B. Uytico EdD, CESO III** dated January 04, 2023 regarding the **Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4ps)**.
2. Immediate and wide dissemination of and compliance with this Memorandum is strongly desired.

  
**FELICIANO C. BUENAFE, JR. CESO VI**  
Schools Division Superintendent

Encl. : as stated

Reference : Regional Memorandum No. 01, s. 2023

To be indicated in the Perpetual Index under the following subjects:

**SCHOOL**

**REPORTS**

**PROGRAM**

/mbggp



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

JAN 04 2022

**REGIONAL MEMORANDUM**

No. 01, s. 2023

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

To: **Schools Division Superintendents  
All Others Concerned**

1. Attached is a Memorandum from the Office of *Undersecretary for Governance and Field Operations* **Atty. Revsee A. Escobedo** dated December 16, 2022, regarding the **Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4ps)**.
2. Immediate dissemination of this Memorandum is desired.

  
**ATTY. MARILES R. PALACIOS**  
ATTORNEY IV

*for:* **RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: MEMORANDUM OUGFO NO. 2022-03-3666  
dated December 16, 2022

To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL                      REPORTS                      PROGRAM

DepEdRO6-ESSD-RM-2023-001



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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. 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. FRINGAS**  
*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.



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**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 [blssa.shd@deped.gov.ph](mailto:blssa.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 months) 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