



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

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September 28, 2016


DIVISION MEMORANDUM

No. 583 s. 2016

**DISSEMINATION OF THE INSTITUTIONAL ARRANGEMENTS FOR THE IMPLEMENTATION,
MONITORING AND EVALUATION OF THE PANTAWID PAMILYANG PILIPINO PROGRAM**

TO: All District Supervisors/District In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Attached is DepEd Memorandum No. 152, s. 2016, disseminating the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program (4Ps), emphasizing the expansion of 4Ps to 18 years old, covering the Senior High School students.
2. For details see attached DepEd Memorandum.
3. For the information, guidance and compliance of all concerned.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
9/28/16

28 SEP 2016



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **152**, s. 2016

22 SEP 2016

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**DISSEMINATION OF THE INSTITUTIONAL ARRANGEMENTS FOR THE IMPLEMENTATION,
MONITORING AND EVALUATION OF THE PANTAWID PAMILYANG PILIPINO PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. Pursuant to Joint Memorandum Circular No. 04, s. 2013 entitled *Amending Joint Memorandum Circular No. 3, s. 2011 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program (4Ps)*, the Department of Education (DepEd), in partnership with the Department of Social Welfare and Development (DSWD), disseminates the agency's current arrangement relative to 4Ps.
2. One of the focal aspects of the 4Ps implementation is the provision of an education grant. As one of its leading implementing partners, DepEd shall primarily support implementation through the monitoring of enrolment and attendance of learners benefiting from the program.
3. With the recent 4Ps expansion to 18 year olds covering Senior High School (SHS) students, all public and private SHS implementing schools are required to comply with the status reporting in accordance with the Conditional Cash Transfer (CCT) Program through the school head (SH) as one of his/her responsibilities. To aid in the facilitation of the compliance of students, the SH can designate a focal person for the 4Ps.
4. The tasks and responsibilities of the SH and designated focal person shall be as follows:
 - a. **Identification of 4Ps student-beneficiaries.** The SH and the designated focal person will be assigned to record and identify the names of student-beneficiaries who are enrolled in their respective SHS. This will be based on the report submitted to them by the teachers. He or she is also required to check whether the recorded current grade level, enrolment status and other significant information of the student-beneficiary is accurate;
 - b. **Monitoring.** The SH and designated focal person shall provide a bi-monthly monitoring of noncompliance in the school with the use of the compliance verification form (CVF). The bi-monthly forms will be given by the City/Municipal Link/Social Welfare Administration (SWA). Incidences will be recorded in the (CVF). Students who do not comply with the 85% school days attendance per month based on the teachers' school register form will be monitored;

c. **Reporting.** The CVF will be used by the SH and the designated focal person as the main tool for reporting. The following shall be followed by the SH and the designated focal person upon accomplishing the CVF:

- i. The designated focal person shall accomplish the form using only **ballpen**. This is to ensure that the data will not be tampered and/or altered with malicious intent;
- ii. The SH and the designated focal person shall report inconsistencies and/or corrections in the CVF such as incorrect name of school, incorrect name of student-beneficiaries and incomplete list of student-beneficiaries, etc., to the City/Municipal Link in order for them to be given technical assistance. Any revision shall be properly communicated by DSWD-*Pantawid* to DepEd partners;
- iii. The accomplished CVF shall be duly signed by the SH, and if assigned, countersigned by the designated focal person. In the absence of the aforementioned, the assigned Officer-in-Charge (OIC) can sign. If the OIC is not present, a teacher may sign in lieu of the SH and the designated focal person with a countersignature from the district supervisor;
- iv. The accomplished CVF and provided tracking sheets must be signed and submitted by the SH and the designated focal person to the City/Municipal Link/SWA for reporting and recording purposes;
- v. The City/Municipal Link/SWA will write their names and affix their signatures on the space provided and indicate the dates when the Curriculum Vitae Forms were retrieved from the SHs. The encoder will indicate the date when they have finished encoding; and
- vi. The submission of the accomplished CVF shall strictly comply with the timeline allotted by the City/Municipal Link/ SWA to avoid delays in the processing and releasing of cash grants to the student beneficiaries.

5. To ensure that the program is effective, all SHs are highly encouraged to provide full support and cooperation.

6. For more information and clarification, all concerned may contact the **Regional Pantawid Compliance Verification Officers** for coordination. (Please refer to the enclosed list).

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated

Reference: N o n e

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

CAMPAIGN
PROGRAMS

SCHOOLS
SENIOR HIGH SCHOOL

STRAND: Strategic Management
STUDENTS

(Enclosure to DepEd Memorandum No. 152, s. 2016)

Directory of Regional Compliance Verification Officers

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