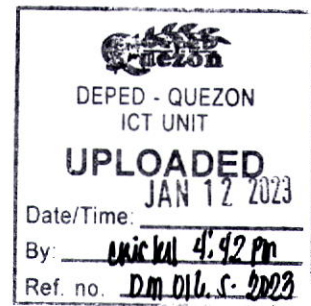




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 January 2023

**DIVISION MEMORANDUM**

DM No. 016, s. 2023

**DISSEMINATION OF MEMORANDUM OUGFO NO. 2022-03-366 RE. UPDATED  
INSTRUCTION ON SCHOOL REPORTING FOR THE PANTAWID PAMILYANG  
PILIPINO PROGRAM (4PS)**

**To:** Assistant Schools Division Superintendent  
Division Chiefs  
School Heads In-Charge of Governance and Operations (SHiGOs)  
Elementary and Secondary School Heads  
District and School 4Ps Coordinators  
All Others Concerned

1. Pursuant to **DepEd Memorandum-OUGFO No.2022-03-3666** dated December 16, 2022 regarding **Updated Instruction on School Reporting for the Pantawid Pamilyang Pilipino Program (4Ps)**, this Office through the Social Mobilization and Networking (SMN) Section directs all schools to resume providing the necessary support to the DSWD, through its local counterparts in monitoring 4Ps, **as long as such support will not undermine the department's objective of lessening the non-teaching workload of teachers.**
2. In view of the foregoing, **OASGFO Memorandum No. 2022-67** [Turnover of 4Ps Monitoring and Generation of Reports to the Department of Social Welfare and Development] is hereby **put on hold until arrangements are adjusted and finalized with DSWD.** However, the essence of the said Memorandum, which is to unload teachers with tasks unrelated to teaching, **is retained and further emphasized**, as provided in this new Memorandum.
3. This Office further reiterates the submission of a **Certification** to DSWD through its local counterparts reflecting the number of beneficiaries in their schools **who have completed at least 85% of their required attendance per month** for the period of

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October to November 2022 using the provided Certification template copy furnished this Office through **tinyurl.com/Certification4Ps2023P5** on or before **January 16, 2023**.

4. For a copy of the Certification of Compliance, the concerned schools shall access **tinyurl.com/4PsCertificationP5**.
5. For the list of schools with Certificate of Compliance, please see Enclosure.
6. For strict compliance and immediate dissemination.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

smn01/10/2023

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Enclosure to DM No. 016, s. 2023

**LIST OF SCHOOLS WITH CERTIFICATE OF COMPLIANCE**

<b>MUNICIPALITY &amp; SCHOOL NAME</b>	<b>TOTAL NUMBER OF COC</b>
<b>ATIMONAN</b>	<b>2</b>
MALIGAYA INTEGRATED HIGH SCHOOL	1
SANTA CATALINA ELEMENTARY SCHOOL	1
<b>CALAUAG</b>	<b>2</b>
MUNICIPAL SECTOR ELEMENTARY SCHOOL	1
PINAGKAMALIGAN ELEMENTARY SCHOOL	1
<b>GUINAYANGAN</b>	<b>7</b>
BAGONG SILANG ELEMENTARY SCHOOL	1
DON GUILLERMO ELEAZAR ELEMENTARY SCHOOL	1
GUINAYANGAN ELEMENTARY SCHOOL	1
NABANGKA ELEMENTARY SCHOOL	1
SAN LUIS I ELEMENTARY SCHOOL	1
SAN LUIS II ELEMENTARY SCHOOL	1
SAN ROQUE ELEMENTARY SCHOOL	1
<b>GUMACA</b>	<b>22</b>
ALS - GUMACA EAST CENTRAL SCHOOL	1
ANONANGIN ELEMENTARY SCHOOL	1
BAMBAN ELEMENTARY SCHOOL	1
BANTAD ELEMENTARY SCHOOL	1
BANTAD NATIONAL HIGH SCHOOL	1
BIGA ELEMENTARY SCHOOL	1
BINAMBANG ELEMENTARY SCHOOL	1
CAMOHAGUIN ELEMENTARY SCHOOL	1
CAMOHAGUIN NATIONAL HIGH SCHOOL	1
CAWAYAN ELEMENTARY SCHOOL	1
GAYAGAYAAN ELEMENTARY SCHOOL	1
GUMACA EAST CENTRAL SCHOOL	1
HAGAKHAKIN ELEMENTARY SCHOOL	1
LABNIG ELEMENTARY SCHOOL	1

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Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

<b>MUNICIPALITY &amp; SCHOOL NAME</b>	<b>TOTAL NUMBER OF COC</b>
LAGYO ELEMENTARY SCHOOL	1
LAMON BAY SCHOOL OF FISHERIES	1
PANIKIHAN ELEMENTARY SCHOOL	1
PANIKIHAN NATIONAL HIGH SCHOOL	1
ROOSEVELT ELEMENTARY SCHOOL	1
SPED - GUMACA EAST CENTRAL SCHOOL	1
VILLA FUERTE ELEMENTARY SCHOOL	1
VILLA PADUA ELEMENTARY SCHOOL	1
<b>LOPEZ</b>	<b>12</b>
ALAT-ALATIN ELEMENTARY SCHOOL	1
COGORIN IBABA NATIONAL HIGH SCHOOL	1
DON GREGORIO C. YUMUL SR. ELEMENTARY SCHOOL	1
DON MATEO ELEMENTARY SCHOOL	1
GOMEZ ELEMENTARY SCHOOL	2
JONGO ELEMENTARY SCHOOL	1
JONGO NATIONAL HIGH SCHOOL	1
LOPEZ WEST ELEMENTARY SCHOOL BLDG. 1	1
MATINIK ELEMENTARY SCHOOL	1
PANSOL ELEMENTARY SCHOOL	1
PISIPIS NATIONAL HIGH SCHOOL	1
<b>TAGKAWAYAN</b>	<b>18</b>
ALIJI ELEMENTARY SCHOOL	1
BAGONG SILANG ELEMENTARY SCHOOL	1
BAMBAN NATIONAL HIGH SCHOOL	1
CABIBIHAN ELEMENTARY SCHOOL	1
CABIBIHAN NATIONAL HIGH SCHOOL	1
CABUGUANG ELEMENTARY SCHOOL	1
DEL ROSARIO ELEMENTARY SCHOOL	1
LAUREL ELEMENTARY SCHOOL	1
MANATO ELEMENTARY SCHOOL	1
RIZAL ELEMENTARY SCHOOL	1
SAN DIEGO ELEMENTARY SCHOOL	1

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<b>MUNICIPALITY &amp; SCHOOL NAME</b>	<b>TOTAL NUMBER OF COC</b>
SAN FRANCISCO ELEMENTARY SCHOOL	1
SAN ISIDRO ELEMENTARY SCHOOL	1
SAN ISIDRO NATIONAL HIGH SCHOOL	1
SANTA MONICA ELEMENTARY SCHOOL	1
SANTO TOMAS ELEMENTARY SCHOOL	1
TABASON ELEMENTARY SCHOOL	1
TABASON NATIONAL HIGH SCHOOL	1
<b>Grand Total</b>	<b>63</b>

\*\*\*

*Nothing follows*

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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

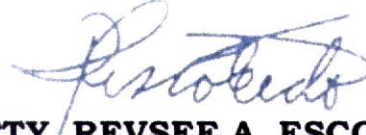
**MEMORANDUM**

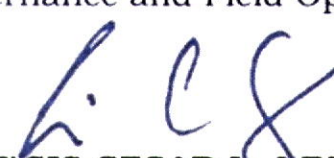
16 December 2022

FOR: **REGIONAL DIRECTORS**

FROM:

  
**EPIMACO V. DENING III**  
*Undersecretary and Chief of Staff*

  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary*  
Governance and Field Operations

  
**FRANCIS CESAR B. DURIGAS**  
*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 [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).