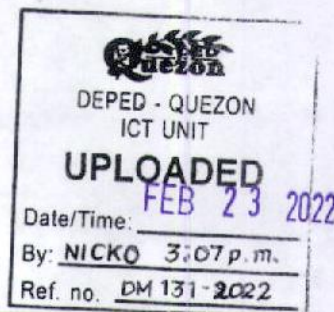




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 February 2022

**DIVISION MEMORANDUM**

**DM No. 131, s. 2022**

**UPDATING OF PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) COORDINATORS**

**To:** OIC-Assistant Schools Division Superintendent  
Division Chiefs  
School Heads in-charge of Governance and Operations (SHiGOs)  
All Other Concerned

1. In support to the **DepEd Memorandum No. 110, s. 2009** or the **National Implementation of the Pantawid Pamilyang Pilipino Program (4Ps)**, this Office commits to provide the DepEd personnel a wider access of information and open a channel of communication regarding the implementation of 4P's program.
2. In this regard, this Office through the School Governance and Operations Division (SGOD) – Social Mobilization and Networking Section requests the **School Head in-charge of Governance and Operations (SHiGO)** to submit the updated list of their Municipality/District's **4P's School Head and Teachers in-charge and their Schools' Teacher-Coordinator**.
3. As **District/School 4Ps Coordinators**, they shall perform the following responsibilities:
  - a. serve as the 4P's focal persons in the district/school;
  - b. give emphasis on the implementation of the program in the 4Ps' areas;
  - c. monitor the availment of the children beneficiaries of the program;
  - d. monitor the attendance of pupils/learners enrolled the deworming activity in partnership with their respective Barangay Health Center;
  - e. ensure the readiness of schools in accomodating additional students and the availability of furnitures and others necessities learners need in attending school;
  - f. facilitate the Filing-up and Collection of Compliance Verification (CV) Forms in the **District** and/or School level;

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- g. coordinate with the Pantawid Focal Person in the Municipality the implementation of 4Ps program in Education;
  - h. Identify and Consolidate the District's and/or School's 4Ps issues and concerns using the provided division template.
  - i. Identify and recorded the 4Ps Beneficiaries which is included to the school project or donations in school.
  - h. consolidate the Schools' 4Ps CV Forms using the enhanced Division CV Template; and
  - j. build and strengthen the partnership with all 4Ps Focal Point Persons.
4. Please submit the names of your designated 4Ps District School Head-in-Charge, 4Ps Teacher District Coordinators and 4Ps School Coordinators in this link: **<https://tinyurl.com/2022Updating4PsCoordinators>** on or before **28 February 2022** until **5:00** in the afternoon.
5. Widest dissemination of and strict compliance to this Memorandum is desired.

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

smn02/18/2022

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