



Department of Education  
Region III  
Division of City Schools  
Angeles City

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RELEASED

SEP 26 2016

By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

September 26, 2016

**DIVISION MEMORANDUM**

No. 300 s. 2016

**EXPANSION OF PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)  
TO SENIOR HIGH SCHOOL**

**TO :** All Public and Private SHS Implementing Schools  
Public School District Supervisors

1. Pursuant to DepEd Memorandum No. 152, s. 2016 entitled *Dissemination of 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 recent of arrangement was the 4Ps expansion to 18 year old 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.

3. The task 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 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 shall provide a bi-monthly monitoring of noncompliance in the school with the use of 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 not comply with the 85% school days per month based on the teachers' school register for will be monitored.
- c. **Reporting.** The CVF will be used by the SH and the designated focal persons as the mail 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 to 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 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 of the student beneficiaries.

4. To ensure that the program is effective, all SHs are highly encouraged to provide full support and cooperation. Hence, SHs are required to submit the name of the 4Ps designated focal person and the number of beneficiaries to Mrs. Arcely G. Garcia – 4Ps Division Focal Person to this email address [SGOD.DEPEDAC@gmail.com](mailto:SGOD.DEPEDAC@gmail.com) or [garciaarcely@yahoo.com](mailto:garciaarcely@yahoo.com).

5. For more information and clarification, all concerned may contact the following:  
4Ps Division Focal Person – Arcely G. Garcia – 09426165201/ 09255742030  
4Ps City Municipal Link/SWA – Faus Dungca -09158000429.

6. Immediate dissemination of this Memorandum is earnestly desired.

  
MARIA CELINA L. VEGA  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent