



RELEASED
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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA


January 2, 2024

DIVISION MEMORANDUM
No. 002 s. 2024

**RETRO PAYMENT FOR PROGRAM BENEFICIARIES OF THE PANTAWID
PAMILYANG PILIPINO PROGRAM**

To: School Heads of Public Schools
All others concerned

1. In compliance to DepEd Order 8, s. 2013, this memo is issued not for endorsement per DO 28, s. 2001, but for the information of all DepEd employees concerned.
2. The Pantawid Pamilyang Pilipino Program will be processing retro payment for the program beneficiaries monitored in education for the whole Cordillera. The process will validate who among the target beneficiaries shall be entitled for the grant.
3. The Certificate of Compliance (COC) is facilitated to different schools and serve as the basis for compliance of partner beneficiaries and basis for computation of cash grants.
4. Enclosed is the letter indicating the time line for the activity and important reminders for reference.
5. The participation of the interested parties is personal and shall be subject to the **no-disruption of classes policy** stipulated in DepEd Order 9, s. 2005 titled: "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith".
6. Immediate dissemination of and compliance of this memorandum is desired.


AMADOR D. GARCIA, SR. PhD, CESO VI
Schools Division Superintendent

AMN/DepEd/SCCO



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30 November 2023

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/ Regional Director
 Department of Education (CAR Office)
 Wangal, La Trinidad, Benguet

Dear Director Leon- Cariño

Greetings!

The Pantawid Pamilyang Pilipino Program will be processing retro payment for program beneficiaries monitored in education for the whole Cordillera Region where you as our partner implementer plays a vital role. The said retro payment process will validate who among the target beneficiaries shall be entitled to receive their unpaid cash grants from January 2023 to September 2023.

For this activity, Certificate of Compliance (COC) Forms will be facilitated to different school facilities. The COC and other documents secured from partner implementers will serve as basis for the compliance of partner beneficiaries to the conditions of the program as well as basis for computation of cash grants to be received for retro payment.

In this regard, may we share the Pantawid Pamilyang Pilipino Program timeline for this activity. This timeline serves as the basis of our PDOs II (City/Municipal Links) and Social Welfare Assistants (SWA) in plotting their activities regarding the matter, to wit:

ACTIVITY	RESPONSIBLE AGENCY	START	FINISH
Distribution of COC Forms to school facilities	DSWD (C/ML/SWA)	December 4, 2023	December 8, 2023
Validation of Compliance of beneficiaries (CV-Retro F2)	DEPED	December 11, 2023	January 15, 2024
Collection of COC Forms from school facilities	DSWD (C/ML/SWA)	January 16, 2024	January 23, 2024

With the foregoing, it is expected that the 4Ps staffs will be distributing and collecting the said COC forms in all school facilities in the region with the above mentioned dates and to this effect may we once again request for your support in informing our school heads and teachers of these timeline for strengthened program implementation.

In filing out said Certificate of Compliance (COC) Form, the following reminders are essential:

- ✓ Mark the month with box

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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 for months verified as "COMPLIANT", otherwise leave it blank.
- ✓ Use black or blue BALLPEN instead of a pencil.

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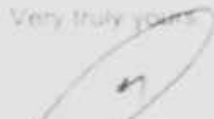
- ✓ For minor corrections, affix initial on the corrected data.
- ✓ For major corrections, request another copy of the corresponding COC Forms and re-accomplish to avoid confusion during the encoding and maintain data integrity.
- ✓ Write names legibly and affix signature on the space provided. In the absence of the signatory, the Officer-in-Charge (OIC) may sign the COC Form.
- Any data inconsistencies/errors in the COCs such as the profile of the facilities and information of beneficiaries shall be reported to the concerned C/ML/SWA for necessary action who will conduct further validation and facilitation of update process.
- Monitored beneficiaries who are known to be enrolled in other facilities shall be reported to the C/ML/SWA for necessary action (securing of certificate of compliance as basis in updating, consideration of compliance data, processing of retro payment.)
- Ensure that all data or information are correct. Remember that any changes made will affect the computation of grants.

For inquiries or clarifications, your staff may contact our staff Mr. Stephen S. Lapugan, Compliance Verification Officer through his mobile number: 09084091080 or his email address: lapugan@car-p.com

A sample of this Certificate of Compliance (COC) Forms is hereby attached for your reference and information.

Thank you for your continued support and cooperation.

Very truly yours,



LEO L. QUINTILLA
Regional Director

Name of School/Preschool/CCC (S4232) KALEO ELEMENTARY SCHOOL

Barangay KALEO

City/Municipality BARLIG

Province MOUNTAIN PROVINCE

CV-RETRO F2

Education
 1st Nov 2023

This CV Retro form a specialized form designed in accordance with the Certificate of Compliance (COC) and serves as proof of compliance for Education, covering two School Years: SY 2022-2023 (January-July 2023) and SY 2023-2024 (August-September 2023). It contains the list of children/beneficiaries whose households have undergone measurement, categorized as either Level 1 (Survival Level) or Level 2 (Subsistence Level) based on their Level of Well-being (LWB) determined by the SMOI assessment results.

Reporting Months
 JAN-JUL 2023
 (SY 2022-2023)

INSTRUCTIONS:

Date Generated:
 11/23/2023

Mark the month verified as "COMPLIANT", otherwise leave it blank.

NOTE:

Recorded Grade Level Refers to the last grade level of the student that was recorded in the FPS database prior the tagging of Client Status ("Non-Poor" households)
Correct Grade Level Refers to the actual grade level of the student during the specified reporting month (the children/beneficiary is compliant)

Grade Level Codes:				No. of Children in a month	Assessments Made in a month
1 Grade 1	4 Grade 4	28 High School Graduate	31 Senior Elementary (S20-K12)	14	1
2 Grade 2	5 Grade 5	31 Junior College/Vocational	32 Junior High School (JHS, K-12/AL)	14	1
3 Grade 3	6 Grade 6	32 Junior College/Vocational	33 Grad Non-grad	17	1
4 Grade 4	7 Grade 7	33 Senior College	34 Senior High School Graduate		
5 Grade 5	8 Grade 8	34 Senior College	35 Senior High School (SHS, K-12/AL)		
6 Grade 6	9 Grade 9	35 College Graduate			
7 Grade 7	10 Grade 10	36 Graduate Student			

No.	1. Household ID	2. Household Member ID	3. Name of Student	4. Sex	5. Recorded Grade Level	6. Correct Grade Level	7. Months Verified as Compliant**												
							JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP				
	1440190175-0004	0014494	SARAH JELIE BERNARDO	F	4														

I hereby certify that the above data is consistent with the school records. This form serves as proof of compliance for retroactive payment on the specified reporting months, subject to review and approval by the Program Management

Name and Signature of School Head/Teacher

Date

Name and Signature of Civil Municipal Link/CRP

Date Retrieved