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Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

CY/CL No: 2024-03-1657

March 18, 2026

DIVISION MEMORANDUM

No. 165; s. 2026

**DESIGNATION OF DIVISION PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)
COORDINATOR FOR INTENSIFIED COLLABORATION WITH THE
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE 5-BICOL REGION**

**TO: Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
OIC-Public Schools District Supervisors
School Heads, Elementary and Secondary
All others concerned**

1. Relative to the Regional Memorandum No. 00407, s. 2026, calling for a focal person in the division incharge of the Pantawid Pamilyang Pilipino Program (4Ps) for intensified collaboration with the DSWD Field Office 5-Bicol Region, this division hereby designate the following:

ANA MELBA M. BONGON
Education Program Specialist II
SGOD, Social Mobilization Networking & Linkages
Division 4Ps Coordinator

TEODORO R. NACARIO JR.
Education Program Specialist II
CID, Alternative Learning System
Division Alternate 4Ps Coordinator

2. The DSWD has an upcoming registration of a new set (Set 14A) of beneficiaries for the 4Ps, pursuant to the implementation of Conditional Cash Transfer Group (CCTG) Oder No. 4, s. 2026. Considering that the registration process and succeeding activities will involve the support and active participation of partner agencies, the Division 4Ps Coordinator shall carry the following tasks:

- a. Coordinate with DSWD partners about concerns involving 4Ps learners;
- b. Attend partnership meetings/conferences/workshops and other related tasks that involve the 4Ps program;
- c. Prepare reports and communication about the 4Ps program;
- d. Directly inform schools with 4Ps learners about programs, projects, activities, requirements and other related concerns about the 4Ps program that involve the 4Ps learners;



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*Sa Serbisyo'y Tapat at Mangap,
Edukasyon ang Dekalidad!*



Sto. Domingo, Lungsod Iriga

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- e. Solicit the support and cooperation of schools with 4Ps learners through regular dialogue, monitoring, and tracking of the school's engagement with DSWD partners, and;
 - f. Perform other related tasks.
3. For a start, school heads are advised to accommodate the DSWD City Link that will be visiting to the respective schools needing a school certificate for the new set of 4Ps beneficiaries. This is a part of the documentary requirements set by the DSWD that will help facilitate the family's inclusion in the 4Ps program.
4. For information, guidance and strict compliance.

MBL

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:
DSWD PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)

SGOD/SMNL/ammb



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Republic of the Philippines
Department of Education
REGION V - BICOL



16 March 2026

REGIONAL MEMORANDUM

No. ~~00408~~ s. 2026

DESIGNATION OF DIVISION PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)
COORDINATOR FOR INTENSIFIED COLLABORATION WITH THE DEPARTMENT
OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE 5-BICOL REGION

To : Schools Division Superintendents

1. Through the years, the Department of Education, Regional Office V has forged a strong partnership with the Department of Social Welfare and Development Field Office 5-Bicol Region, as both agencies promote programs and projects that benefit the learners in the entire Region.
2. Just recently, DSWD has communicated to this Office about the upcoming registration of a new set (Set 14A) of beneficiaries for the Pantawid Pamilyang Pilipino Program (4Ps), pursuant to the implementation of Conditional Cash Transfer Group (CCTG) Order No. 4, s. 2026. This initiative aims to ensure the region's allocated target for beneficiaries is maximized, particularly given the exit of households whose well-being has already improved.
3. Considering that the registration process and succeeding activities will involve the support and active participation of partner agencies that include DepEd and local government units, it is imperative that all Schools Division Offices designate a DIVISION 4Ps COORDINATOR who will carry out the following tasks:
 - a. coordinate with DSWD partners about concerns involving 4Ps learners;
 - b. attend partnership meetings/conferences/workshops and other related tasks that involve the 4Ps program;
 - c. prepare reports and communication about the 4Ps program;
 - d. directly inform schools with 4Ps learners about programs, projects, activities, requirements and other related concerns about the 4Ps program that involve the 4Ps learners;
 - e. solicit the support and cooperation of schools with 4Ps learners through regular dialogue, monitoring, and tracking of the schools' engagement with DSWD partners, and
 - f. perform other related tasks.
4. For a start, this designated Division 4Ps Coordinator shall inform all schools with learners whose families are registering in the new set of 4Ps beneficiaries that they need to issue a **School Certificate** signed by the School Head or designated



Address: Regional Center Site, Rawis, Legazpi City, 4500
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Website: <https://region5.deped.gov.ph/>



representative/s attesting to the enrollment of the learner. This is part of the documentary requirements set by the DSWD that will help facilitate the family's inclusion in the 4Ps program.

5. The name, position, mobile number and DepEd email address of the designated 4Ps division coordinator shall be sent to this Office, duly signed by the Schools Division Superintendent, via email **essd.rov@deped.gov.ph** on or before **March 20, 2026**.

6. For information, guidance, and strict compliance.


GILBERT T. SADSAD
Regional Director

ESSD/jll
03/16/2026

3 March 2026



DIR. GILBERT T. SADSAD, CESO III
Regional Director
Department of Education
Regional Center, Rawis, Legazpi City 4500

Dear **Dir. Sadsad**:

Warm greetings from DSWD Field Office VI!

This is to formally inform your Office of the upcoming registration of a new set (Set 14a) of beneficiaries for the Pantawid Familyang Pilipino Program (4Ps), pursuant to the implementation of **Conditional Cash Transfer Group (CCTG) Order No. 4, s. 2026**. This initiative aims to ensure the maximization of the region's allocated target for beneficiaries, particularly in light of the exit of households whose level of well-being has already improved.

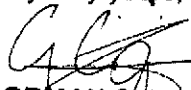
To ensure the efficient facilitation of this registration process, **the support and active participation of the Local Government Units** is necessary to ensure smooth conduct of the activity such as the following;

1. Setting up a one-stop shop which will involve other agencies and offices (i.e MSWDO, DepEd, PSA etc) to assist and facilitate for documentary requirements such as the following;
 - **National ID or undergo PhilSys authentication.**
 - **School Certificate** issued by DepEd School Heads or their designated representatives to verify the enrollment of children
 - **Health Certificate** for potential 4Ps families with children aged 0–5 years old or those with pregnant family members.
 - Certificate of Confirmation (COC) issued by the NCIP or a Tribal Certification issued by the Tribal Chieftain must be presented for families belonging to **Indigenous Cultural Communities.**
2. Booth for Child Protection/Gender Based Violence Cases;
3. Space for Pregnant/Lactating Mothers, and;
4. Other spaces or processes that may be deemed necessary;

Our City/Municipal Links shall coordinate closely with their respective Local Chief Executives regarding the specific details and arrangements of the registration process. Any form of support that your office may extend to facilitate the successful implementation of this activity will be highly appreciated.

Should you require further details, you may contact **Ms. Mannylyn J. Abion**, at **0951-106-4029** or via email at lpdfov2016@gmail.com.

Very truly yours,


NORMAN S. LAURIO
Regional Director