Division Memorandum No. 032 s. 2017

TO: Public Schools District Supervisors
    Secondary School Principals/ OICs
    Elementary School Principals/OICs

FROM: DEE D. SILVA, DPA, CESO VI
    Schools Division Superintendent

SUBJECT: Completion of the 6th Cycle Compliance Verification Forms of the Pantawid Pamilya Program Beneficiaries

DATE: January 17, 2017

1. In pursuance to the Regional Memorandum dated January 6, 2017, be informed of the conduct of the 6th Cycle (December 2016 – January 2017) of the Compliance Verification of the 4Ps beneficiaries which include their compliance to the 85% attendance policy in all sets 1-8 areas.

2. Antecedent, all school heads are advised to coordinate with the DSWD City Links (Social Workers) and the Social Welfare Assistants (SWA) for the completion of the Compliance Verification Forms (CVF2 for Education) as basis for the immediate release of the cash grants covering 6th cycle payroll period.

3. Attached is a copy of the CVS timeline, for your reference.

4. Prompt dissemination of this Memorandum is desired.
MEMORANDUM

TO : Schools Division Superintendents

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III
        Director IV

SUBJECT : Completion of the 6th Cycle Compliance Verification Forms of the Pantawid Pamilya Program Beneficiaries

DATE : January 6, 2016

The Department of Social Welfare and Development Field Office XI, through this Office wishes to inform all Schools Division Offices of the conduct of the 6th Cycle (December 2016 - January 2017) of the Compliance Verification of the 4Ps Beneficiaries which include their compliance to the 85% attendance policy in all sets 1-8 areas.

It is requested that all School Heads/Principals, in coordination with the DSWD City/Municipal Links (Social Workers), and the Social Welfare Assistants (SWA) shall assist/facilitate the completion of the Compliance Verification Forms (CVF2 for Education). The accomplished forms shall be the basis for the immediate release of the cash grants for the beneficiaries covering 6th cycle payroll period.

Attached please find a copy of the CVS timeline.

Immediate and wide dissemination of this Memorandum is desired.

Incls.: As stated.

Roe5/4ps2017/nelly

[Signature]

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<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>REAL TIME WORKING DAYS</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing of CV forms</td>
<td>2 days</td>
<td>January 9-10, 2017</td>
</tr>
<tr>
<td>Distribution of Forms from Cluster to C/MLa/SWAs</td>
<td>1 day</td>
<td>January 13, 2017</td>
</tr>
<tr>
<td>Distribution of Forms from C/MLa to Schools and Health Centers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accomplishment of CV Forms (Users, C/ML)</td>
<td>16 days</td>
<td>January 12 – 28, 2017</td>
</tr>
<tr>
<td>Collection of Forms from Schools and Health Centers to C/MLa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of Forms from POC/ Cluster to RPMO</td>
<td>2 days</td>
<td>January 30 &amp; Feb 1, 2017</td>
</tr>
<tr>
<td>Encoding of CV Forms</td>
<td>7 days</td>
<td>February 3 – 9, 2017</td>
</tr>
<tr>
<td>CVS Regional &amp; Cluster Focal Person Verification of Encoded CV forms</td>
<td>3 days</td>
<td>February 7-9, 2017</td>
</tr>
<tr>
<td>CVS Focal Meeting</td>
<td>½ day</td>
<td>February 9, 2017</td>
</tr>
<tr>
<td>Regional Directors Approval</td>
<td>1 day</td>
<td>February 10, 2017</td>
</tr>
</tbody>
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