DIVISION MEMORANDUM
No. 932, s. 2017

November 14, 2017

COMPLETION OF THE 5TH CYCLE COMPLIANCE VERIFICATION FORMS OF THE PANTAWID PAMILYA PROGRAM BENEFICIARIES

To: Public Schools District Supervisors
Secondary School Principals/ Heads
Elementary School Principals/Heads

1. Relative to the Unnumbered Regional Memorandum dated November 8, 2017 with the enclosed letter from Mercidita P. Jabagat, Regional Director, Department of Social Welfare and Development, be informed on the completion of the 5th Cycle Compliance Verification (CV) Form of 4Ps beneficiaries.

2. Anent thereto, all school heads are advised to facilitate for the completion of the Compliance Verification Forms (CVF2 for Education) as basis for the release of the cash grants covering the payroll period October to November 2017.

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

4. Immediate dissemination of this Memorandum is earnestly desired.

WINNIE E. BATOOM, EdD
Officer in Charge
Office of the Schools Division Superintendent

REFERENCES:
Unnumbered Regional Memorandum
To be indicated in the Perpetual Index under the following subjects:
4Ps

ZGuya: Completion of the 5th Cycle Compliance of Verification Forms
Nov. 14, 2017
MEMORANDUM

TO : Schools Division Superintendents

SUBJECT : Completion of the 5th Cycle Compliance Verification Forms of the Pantawid Pamilya Program Beneficiaries

DATE : November 8, 2017

Enclosed is a letter from Mercidita P. Jabagat, Regional Director, Department of Social Welfare and Development, Region XI, this city, dated November 3, 2017, informing this Office on the completion of the 5th cycle Compliance Verification Form of 4Ps beneficiaries.

In view thereof, you are hereby advised to require all concerned School Heads/Principals to duly accomplish the Compliance Verification Forms (CVF2 for Education) provided. The compliance output of these forms will be the basis of the DSWD for the cash grants of the beneficiaries covering the payroll period October to November 2017.

Attached is a copy of the CVS timeline.

For your immediate compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incls.: As stated.

Roe4/2017
November 3, 2017

ATTY. ALBERTO T. ESCOBARTE, CSO IV
Regional Director
Department of Education F.O XI

Dear Dr. Escobarte;

Warm greetings from DSWD XI.

We are pleased to inform you that we are now on the 5th cycle of verifying the compliance of our beneficiaries in sets 1-8 areas on the conditionalities of the program. With this, we would like to request your School Heads/School Principals in coordination with our City/Municipal Links (Social Workers) and the Social Welfare Assistants (SWA) to facilitate the completion of the Compliance Verification (CV) Forms provided. We were only given three (3) days to accomplish the forms to meet our target to release the cash grants for the said monitoring period.

The compliance output of these forms will be the basis of the cash grants for our beneficiaries covering the Payroll period October – November 2017. Success of the prompt retrieval of the forms will not leave any beneficiary child unattended so that the cooperation of your School Heads/School Principals is highly solicited.

Hence, attached is the copy of the enhancement made and CVS timeline.

We are truly grateful for your usual support in the implementation of the program.

Respectfully yours,

MERCEDITA P. JABAGAT
Regional Director
# COMPLIANCE VERIFICATION (CV) TIMELINE PERIOD 5

**(OCTOBER - NOVEMBER 2017)**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>REAL TIME WORKING DAYS</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Printing of CV forms</td>
<td>1 day</td>
<td>November 8, 2017</td>
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<tr>
<td>Distribution of Forms from Cluster to C/MLs/SWs</td>
<td>1 day</td>
<td>November 10, 2017</td>
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<tr>
<td>Distribution of Forms from C/MLs to Schools and Health Centers</td>
<td></td>
<td></td>
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<tr>
<td>Accomplishment of CV Forms (Users, C/ML)</td>
<td>15 days</td>
<td>November 13 - 27, 2017</td>
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<tr>
<td>Collection of Forms from Schools and Health Centers to C/MLs</td>
<td></td>
<td></td>
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<tr>
<td>Submission of Forms from POO/Cluster to RPMO</td>
<td>2 days</td>
<td>November 29, 2017</td>
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<tr>
<td></td>
<td></td>
<td>and December 4, 2017</td>
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<tr>
<td>Encoding of CV forms</td>
<td>7 days</td>
<td>December 7 - 13, 2017</td>
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<tr>
<td>CVS Regional &amp; Cluster Focal Person</td>
<td>3 days</td>
<td>December 12-14, 2017</td>
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<tr>
<td>Verification of Encoded CV forms</td>
<td></td>
<td>(pm)</td>
</tr>
<tr>
<td>CVS Focal Meeting</td>
<td>½ day</td>
<td>December 14, 2017</td>
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<tr>
<td>Regional Directors Approval</td>
<td>1 day</td>
<td>December 15, 2017</td>
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