DIVISION MEMORANDUM
No. 291, s. 2018

March 23, 2018

COMPLETION OF THE 1ST CYCLE COMPLIANCE VERIFICATION FORMS OF THE PANTAWID PAMILYA PROGRAM BENEFICIARIES

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

1. In reference to unnumbered Regional Memorandum dated March 19, 2018 and the letter from Mercedita P. Jabagat, Regional Director, Department of Social Welfare and Development, Region XI, Davao City, informing this Office on the completion of the 1st cycle Compliance Verification Form of Pantawid Pamilya beneficiaries, all School Heads are hereby advised to duly accomplish the Compliance Verification Forms (CVF2) 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 February to March, 2018.

2. Attached is a copy of the CVS timeline.

3. For dissemination and compliance.

DR. WINNIE P. BATOON, CESE
Officer-in-Charge
Office of the Schools Division Superintendent

Ends: As stated

Reference: Unnumbered Regional Memorandum
To be indicated in the Perpetual Index under the following subjects:
4Ps CV Forms
zgg: 1st Cycle Compliance Verification Forms
23rd March 2018
MEMORANDUM

TO : Schools Division Superintendents

SUBJECT : Completion of the 1st Cycle Compliance Verification Forms of the Pantawid Pamilya Program Beneficiaries

DATE : March 19, 2018

Enclosed is a letter from Mercidita P. Jabagat, Regional Director, Department of Social Welfare and Development, Region XI, this city, dated March 8, 2018, informing this Office on the completion of the 1st cycle Compliance Verification Form of Pantawid Pamilya 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 February to March 2018.

Attached is a copy of the CVS timeline.

For your immediate compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incls.: As stated.

Roe4/2018
# COMPLIANCE VERIFICATION (CV) TIMELINE

**PERIOD 1 OF 2018**

**(FEBRUARY AND MARCH 2018)**

<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>March 8-9, 2018</td>
</tr>
<tr>
<td>Distribution of Forms from Cluster to SWAS/CFAs</td>
<td>1 day</td>
<td>March 13, 2018</td>
</tr>
<tr>
<td>Distribution of Forms from SWAS/CFAs to Schools, Health Centers and C/ML/CF</td>
<td>17 days</td>
<td>March 14-30, 2018</td>
</tr>
<tr>
<td>Accomplishment of CV Forms (Users, C/ML/CF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection of Forms from Schools, Health Centers and C/MLs/CFs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of Forms from COO to POO/Cluster to RPMO</td>
<td>2 days</td>
<td>March 29, 2018</td>
</tr>
<tr>
<td>Encoding of CV Forms</td>
<td>7 days</td>
<td>April 9 - 15, 2018</td>
</tr>
<tr>
<td>CVS Regional &amp; Cluster Focal Person Verification</td>
<td>2 days</td>
<td>April 15 - 16, 2018</td>
</tr>
<tr>
<td>Regional Director’s Approval</td>
<td>1 day</td>
<td>April 16, 2018 afternoon</td>
</tr>
</tbody>
</table>
March 8, 2018

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

Dear Dir. Escobarte;

Warm greetings from DSWD XI!

We are pleased to inform you that we are now on the 1st 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)/Community Facilitator Aide (CFA) 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 February - March 2018. 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,

[Signature]

MERCEDITA P. JABAGAT
Regional Director

DSWD Field Office XI, R. Maglayay Avenue corner Suazo Street, Davao City
Email: flo11@dswd.gov.ph Tel. No./Tollfree: (082) 227-1964
www.flo11.dswd.gov.ph