



DRN: 4Ps-BDMD-A-COMM-23-01-03061-S

MEMORANDUM

FOR : ALL DIVISION CHIEF/OFFICER-IN-CHARGE
Pantawid Pamilyang Pilipino Program

FROM : THE OIC DIVISION CHIEF
Beneficiary Data Management Division

SUBJECT : GUIDANCE NOTE ON THE UPDATING OF BASIC, HIGHER
AND TECHNICAL EDUCATION AND EMPLOYMENT OF 4PS
HOUSEHOLD MEMBERS

DATE : 6 JANUARY 2023

This is to share with the Pantawid Pamilyang Pilipino Program (4Ps) Management Committee (ManCom) the approved Guidance Note on the Updating of Basic, Higher and Technical Education and Employment of 4Ps Household Members. This aims to guide the field implementers on the updating of education information of children in Senior High School and household members who are college graduates, recipients of technical vocational education and training certification, board/bar/licensure examination passers and with employment.

The following are the highlights of the Guidance Note:

A. Updating of Education Information of Children in Senior High School:

1. The capturing of SHS Tracks and Strands of children enrolled in Grades 11 and 12 shall be part of the regular updating activity of the Program.
2. All children who have graduated in SHS should be validated if they are recipients of awards and should be captured and reflected in the Pantawid Pamilya Information System (PPIS).
3. The updates shall be captured through the accomplishment of the enhanced Beneficiary Updating System (BUS) Form 5 by the household grantees with attached supporting document.

B. Updating of Members who are College Graduates, Recipients of Technical Vocational Education and Training Certification, Board/Licensure/Bar Examination Passers and with Employment:

1. The households covered in this Guidance Note may be updated in the PPIS if the previously eligible children for monitoring are either of the following:
 - College Graduates;
 - College Graduates with Awards and/or Honors;
 - Board/Licensure/Bar Examination Passers;
 - With Employment; or

PAGE 1 of 2

MCA - MCA 1-9-23
10:34 AM

PD - Lgn 1/9 10:35

CAB - Lgn 1-9-23

10:35 AM

GMM - 11:34
1/9GLD - HAD 10:57 AM
1/9/23

ASD - PAK 11/9/23

PMJ - Jonathan Paul M. Ronquillo

1/9/23
10:40 AMJPM - tin
1/9/2023CRP - Gin
1/9/23
10:40 AMRMGAD - TUG 10:41 AM
1/9/23ONPM - EN - JADE 1/9/23
10:40 AM

ODPM - 1/9

ODPM - 1/9
1/9 10:44 AM

- With Technical-Vocational Education and Training Certification.
2. This shall also be part of the regular updating activity of the Program and shall be facilitated upon receipt of request/reports from the households whose previously eligible children have received the said achievements.
 3. For college graduates with honors, it should be identified whether they graduated as Summa Cum Laude, Magna Cum Laude or Cum Laude. Other special awards should also be specified and reflected in the PPS.
 4. For passers of board/licensure examination administered by the Professional Regulation Commission (PRC) and other government authorities, their specific profession must be identified and reflected in the PPIS.
 5. For the members who have completed a Technical-Vocational Education and Training, their specific program/courses attended must be identified and reflected in the PPIS.
 6. For members who already have employment and were not captured during the administration of Social Welfare and Development Indicators (SWDI), they may be updated through the BUS. Their occupation must also be identified with the SWDI Manual as reference.

For any concerns or clarifications, the Division may coordinate with Meriam P. Mamauag, Project Development Officer of the 4Ps Beneficiary Data Management Division (BDMD-NPMO) through mpmamauag@dswd.gov.ph.

Thank you.



ALNAIR ISAURO V. ESPINOSA

MEMORANDUM

FOR : ALL DIVISION CHIEF/OFFICER-IN-CHARGE
Pantawid Pamilyang Pilipino Program

FROM : THE OIC DIVISION CHIEF
Beneficiary Data Management Division

SUBJECT : GUIDANCE NOTE ON THE UPDATING OF BASIC, HIGHER AND TECHNICAL EDUCATION AND EMPLOYMENT OF 4PS HOUSEHOLD MEMBERS

DATE : 6 JANUARY 2023

This is to share with the Pantawid Pamilyang Pilipino Program (4Ps) Management Committee (ManCom) the approved Guidance Note on the Updating of Basic, Higher and Technical Education and Employment of 4Ps Household Members. This aims to guide the field implementers on the updating of education information of children in Senior High School and household members who are college graduates, recipients of technical vocational education and training certification, board/bar/licensure examination passers and with employment.

The following are the highlights of the Guidance Note:

A. Updating of Education Information of Children in Senior High School:

1. The capturing of SHS Tracks and Strands of children enrolled in Grades 11 and 12 shall be part of the regular updating activity of the Program.
2. All children who have graduated in SHS should be validated if they are recipients of awards and should be captured and reflected in the Pantawid Pamilya Information System (PPIS).
3. The updates shall be captured through the accomplishment of the enhanced Beneficiary Updating System (BUS) Form 5 by the household grantees with attached supporting document.

B. Updating of Members who are College Graduates, Recipients of Technical Vocational Education and Training Certification, Board/Licensure/Bar Examination Passers and with Employment:

1. The households covered in this Guidance Note may be updated in the PPIS if the previously eligible children for monitoring are either of the following:
 - College Graduates;
 - College Graduates with Awards and/or Honors;
 - Board/Licensure/Bar Examination Passers;
 - With Employment; or
 - With Technical-Vocational Education and Training Certification.

2. This shall also be part of the regular updating activity of the Program and shall be facilitated upon receipt of request/reports from the households whose previously eligible children have received the said achievements.
3. For college graduates with honors, it should be identified whether they graduated as Summa Cum Laude, Magna Cum Laude or Cum Laude. Other special awards should also be specified and reflected in the PPS.
4. For passers of board/licensure examination administered by the Professional Regulation Commission (PRC) and other government authorities, their specific profession must be identified and reflected in the PPIS.
5. For the members who have completed a Technical-Vocational Education and Training, their specific program/courses attended must be identified and reflected in the PPIS.
6. For members who already have employment and were not captured during the administration of Social Welfare and Development Indicators (SWDI), they may be updated through the BUS. Their occupation must also be identified with the SWDI Manual as reference.

For any concerns or clarifications, the Division may coordinate with Meriam P. Mamauag, Project Development Officer of the 4Ps Beneficiary Data Management Division (BDMD-NPMO) through mpmamauag@dswd.gov.ph.

Thank you.



ALNAIR ISAURO V. ESPINOSA



CUD/MFM/10149

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

NPMO ORDER No. 8
Series of 2022

**GUIDANCE NOTE ON THE UPDATING OF BASIC, HIGHER AND TECHNICAL
EDUCATION AND EMPLOYMENT OF 4PS HOUSEHOLD MEMBERS**

I. RATIONALE

The Pantawid Pamilyang Pilipino Program (4Ps) is a rights-based Program that seeks to enable poor households to meet the human development goals to eventually break the intergenerational cycle of poverty. Since 2008, the Program provides cash grants to qualified household beneficiaries with the aim of contributing to the improvement of maternal and child health and nutrition, school attendance, and the prevention of child labor.

With the Programs' fourteen years of providing assistance to poor households, it has witnessed a great number of success stories that serve as proof that it remains committed to its mission in enabling families and communities to gain self-sufficiency through social case management to eventually reach its vision that poor children are educated and healthy. This is why one of the key Thrust and Priorities of 4Ps for Fiscal Year 2023 is to strengthen the internal monitoring of human capital development and tracking of key social protection services provided to 4Ps graduates. These include capturing of the tracks and strands of children in senior high school, college graduates, with technical and vocational education and employment information.

With this Guidance Note and its implementation, the Program will not only be able to capture the educational information of household members but as well as the socio-economic data of the households that would serve as bases for interventions and services that can be provided to them. It is in this light that it is deemed necessary to integrate the said updates in the updating system of the Program and also to provide guidance to the Field Offices (FOs) on its implementation.

II. LEGAL BASES

1. Republic Act No. 11310: An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps)

Signed into law on April 17, 2019, the 4Ps Act institutionalized 4Ps as both a human capital development Program and as the national poverty reduction strategy of the national government. It recognizes the need to establish programs that invest and harness the country's human capital and improve the delivery of basic services to the

poor, particularly education, health and nutrition, which is anticipated to break the intergenerational cycle of poverty.

2. Department of Education (DepEd) Order No. 36 Series of 2016

The DepEd's Order sets the policy guidelines on awards and recognition for the K to 12 Basic Education Program in the Philippines. It identifies Classroom Awards, Grade-level Awards and Special Recognition as the types of awards that schools provide to its learners.

III. OBJECTIVE

This Guidance Note specifically aims to guide the FOs on the updating of:

1. Education Information of children in Senior High School; and
2. Household members who are College Graduates, Recipients of Technical-Vocational Education and Training Certification, Board/Licensure/Bar Examination Passers and with Employment.

IV. COVERAGE

This Guidance Note covers the households under the Active (*CS 1-Active, 19-Grants Temporarily On-Hold, 24-GRS Suspended grants due to misbehavior of HH, 28-Active Households in Special or Difficult Circumstances*), Inactive (*CS 15-No Eligible member of HH for CVS Monitoring only*) categories, and households with Client Status *3-Exited with Improved Level of Well-Being, 14-No Eligible (0-18 years old) for CVS Monitoring (certified by RPMO), 21-RPMO approved Household for NPMO Processing, and 31-Validated Non-Poor for Exit*.

V. DEFINITION OF TERMS

1. **Active Household** - a household that is registered in the Program and eligible to receive cash grants based on its compliance to the conditions.
 - 1.1. **Client Status 1 - Active** - a household that is eligible to receive cash grants based on its compliance to the conditions.
 - 1.2. **Client Status 19 - Grants Temporarily On-Hold** - a household that is being monitored by the Program but has a pending case due to duplicity. The grants shall be released once the household is validated as not duplicate and the duplicity case is resolved.
 - 1.3. **Client Status 24 - GRS: Suspended Grants due to Misbehavior of household** - a household that has a member who has committed a second offense of misusing cash grants (e.g. gambling, vices, or pawning of cash cards). This household is not entitled to receive cash grants for one (1) period or equivalent to two (2) months.

- 1.4. Client Status 28 - Active Households in Special or Difficult Circumstances** - a household that needs developmental interventions due to challenging situations or circumstances that constrain them to comply with the Program conditions. Its compliance to conditions is suspended but still receives grants while case management is ongoing.

A household is assessed to be in a high-risk situation if one or several members of the household have manifested or exhibited any of the following:

- Severely sick or suffering from a critical illness requiring hospitalization for more than a week;
- Early pregnancy/fatherhood;
- In early common-law relationship or cohabitation;
- Child labor/work labor;
- Family care;
- Bullied;
- Physically, psychologically/emotionally, sexually abused;
- Sexually exploited;
- Neglected, abandoned;
- Victim of traditional and harmful practices;
- Child in conflict with the Law (CICL);
- Drug dependence;
- Family with a member who has substance use (illegal drugs) issue or drug surrenderers;
- Witness to a crime; or
- Orphaned

- 2. Delisted Household** - a household that was validated by the FO to be no longer eligible in the Program.

- 2.1. Client Status 3 - Exited with Improved Level of Well-Being** - A household that has exited from the Program due to either of the following:

- The last monitored child in the household turned 19 years old;
- The last monitored child in the household finished high school;
- The household reached the 7-year duration in the Program;
- The household is no longer poor based on the latest assessment thru adopted standardized targeting system;
- The household voluntarily waived its membership from the Program; or
- The household committed offenses wherein the sanction is delisting, subject to the standards.

2.2. Client Status 14 - No Eligible Member (0-18 Y/O) for CVS Monitoring (Certified By RPMO) - a household that was validated and certified by the RPMO with no eligible member for compliance monitoring in the Program.

2.3. Client Status 31 – Validated Non-Poor for Exit - a household that is identified as non-poor in Listahanan 3 and confirmed as such by the FO through revalidation.

3. **Eligible Households** - households that are classified as poor and near-poor based on the Standardized Targeting System and the poverty threshold issued by the Philippine Statistics Authority (PSA) at the time of selection, have members who are aged zero (0) to eighteen (18) years old or have members who are pregnant at the time of registration; and willing to comply with the conditions specified by Republic Act 11310
4. **Grant** - refers to the cash/money received by the households in exchange of their compliance to the conditions of the Program.
5. **Grantee** - refers to the person authorized to withdraw or receive the cash grants and ensures his/her compliance to the Program conditions.
6. **Household** - social unit consisting of a person living alone or a group of persons who: a) sleep in the same housing unit; and b) having a common arrangement for the preparation and consumption of food.
7. **Inactive Household** - refers to a registered household that is temporarily not monitored based on the deactivation criteria of the Program.
- 7.1. **Client Status 15 - No Eligible Member of HH for CVS Monitoring** - a household that no longer has eligible members for compliance monitoring in the Program.
8. **Letter of Declaration** - for this Guidance Note, this shall refer to the document signed by the household grantee declaring that a member or members of the household has/have graduated from Senior High School with awards, graduated from college or with awards, passed the board/licensure/bar examination, received a technical-vocational certification, or been employed.
9. **Pantawid Pamilya Information System** - or the PPIS is the main source of data on the profile of 4Ps households, compliance verification, beneficiary updates, generated payroll, and other related data
10. **Pool of Qualified Households** - a status category for households that are potentially eligible for registration in the Program but are not yet registered due to specific reasons; If eventually validated as eligible, they shall be registered in the Program.
- 10.1. **Client Status 21 - RPMO Approved Household for NPMO Processing** - a household whose initial non-compliance based payment is still being processed.

VI. IMPLEMENTING GUIDELINES

A. Updating of Education Information of Children in Senior High School

1. The capturing of Senior High School Tracks and Strands of children enrolled in Grades 11 and 12 shall be part of the regular updating activity of the Program. All children with Active member status in households can be updated with this type of update.
- 1.1. Upon approval of this Guidance Note, all current and future Senior High School students should be updated with their chosen Tracks and specific Strands. Following the K to 12 Basic Education Curriculum¹, the tracks and strands are the following:

TRACKS	STRANDS
1. Academic	1.1. Accountancy, Business and Management (ABM)
	1.2. Humanities and Social Science (HUMSS)
	1.3. Science, Technology, Engineering, and Mathematics (STEM)
	1.4. General Academic
	1.5. Pre-Baccalaureate Maritime
2. Technical-Vocational-Livelihood (TVL)	2.1. Agricultural-Fishery
	2.2. Home Economics
	2.3. Information and Communications Technology (ICT)
	2.4. Industrial Arts
	2.5. TVL Maritime
3. Sports	

¹ <https://www.deped.gov.ph/k-to-12/about/k-to-12-basic-education-curriculum/>

4. Arts and Design

- 1.2. If in case a child in Senior High School changed his/her track or strand, the household, through its grantee, shall file for the said update.
2. All children who have graduated in Senior High School should be validated if they are recipients of awards and should be captured and reflected in the PPIS. Per Department of Education Order No. 36 Series of 2016, the types of awards and recognition applicable to Senior High School are as follows:

AWARDS	TYPES
1. Classroom Awards	1.1. Conduct Awards
	1.2. Academic Excellence Award
	1.3. Recognition for Perfect Attendance
2. Grade-level Awards	2.1. Academic Excellence Award
	2.2. Leadership Award
	2.3. Award for Outstanding Performance in Specific Disciplines (<i>Athletics, Arts, Communication Arts, Science, Mathematics, Social Sciences, Technical-Vocational Education</i>)
	2.4. Award for Work Immersion
	2.5. Award for Research or Innovation
3. Special Recognition	Awards received in competitions at the district, division, regional, national, or international levels

3. The facilitation of updates for numbers 1 and 2 shall follow the existing updating process of the Program. The updates shall be captured through the accomplishment of the enhanced Beneficiary Updating System (BUS) Form 5 (Annex A) by the household grantees with attached supporting documents.

3.1. The required supporting document is the letter of declaration signed by the grantee and concurred by C/ML. The household may opt to provide either of the following additional supporting documents:

- Copy of the Certificate of the Award/s;
- Photo of ribbon/s or medal/s; or
- Photo of the child receiving the award.

B. Updating of Members who are College Graduates, Recipients of Technical-Vocational Education and Training Certification, Board//Licensure/Bar Examination Passers and with Employment

1. The households covered in this Guidance Note may be updated in the PPIS if the previously eligible children for monitoring are either of the following:

- College Graduates;
- College Graduates with Awards and/or Honors;
- Board/Licensure/Bar Examination Passers;
- With Employment; or
- With Technical-Vocational Education and Training Certification.

2. This shall also be part of the regular updating activity of the Program and shall be facilitated upon receipt of requests/reports from the households whose previously eligible children have received the said achievements.

2.1. The updates shall be captured through the accomplishment of the enhanced BUS Form 5 (Annex A) by the household grantees with attached supporting documents.

2.1.1. The required supporting document is the letter of declaration signed by the grantee and concurred by the C/ML. The household may opt to provide either of the following additional supporting documents:

- Copy of the Certificate of the Award/s;
- Photo of ribbon/s or medal/s; or
- Photo of the member receiving the award.

3. For the college graduates with honors, it should be identified whether they graduated as *Summa Cum Laude*, *Magna Cum Laude* or *Cum Laude*. Other special awards should also be specified and reflected in the PPIS.

4. For the passers of board/licensure examinations administered by the Professional Regulation Commission (PRC) and other government authorities, their specific profession must be identified and reflected in the PPIS.

5. For the members who have completed a Technical-Vocational Education and Training, their specific program/courses attended must be identified and reflected in the PPIS.

6. For the members who already have employment and were not captured during the administration of Social Welfare and Development Indicators (SWDI), they may be updated through the BUS. Their occupation must also be identified with the SWDI Manual as reference.

VII. PANTAWID PAMILYA INFORMATION SYSTEM (PPIS) ENHANCEMENTS

Upon approval of this Guidance Note, the PPIS shall be enhanced in order to capture the said additional types of updates. The 4Ps National Program Management Office (NPMO) shall issue an official communication detailing the system enhancements and access levels in updating.

VIII. EFFECTIVITY

This guidance note shall take effect immediately. Issued in Quezon City this 5th day of January 2023.

Approved/Disapproved:

Gemma B. Gabuya
GEMMA B. GABUYA

Director IV and National Program Manager
 Pantawid Pamilyang Pilipino Program

Instructions:

1. The household grantee shall properly fill-out this form. Fill out only the section that is applicable.
2. Please refer to Types of Updates at the back for the details of the supporting documents.
3. Updates related to payments should be prioritized for updating. This is to ensure the maximum amount of grants will be received by the household.
4. Ensure to secure a copy of Acknowledging Receipt once this form submitted to the Pantawid Personnel.

PART I - TO BE FILLED OUT BY THE HOUSEHOLD GRANTEE									
A. HOUSEHOLD AND PERSONAL DATA									
HOUSEHOLD ID NUMBER:		GRANTEE NAME:		FIRST NAME		MIDDLE NAME		EXTENSION NAME	
ADDRESS:		BARANGAY		CITY/MUNICIPALITY		PROVINCE		REGION	
B. DATA CHANGE/CORRECTION/UPDATING									
NEWBORN AND/OR ADDITIONAL HOUSEHOLD MEMBER									
1 <input type="checkbox"/> 8 <input type="checkbox"/>		NAME OF CHILD:		FIRST NAME		MIDDLE NAME		EXTENSION NAME	
DATE OF BIRTH (MM/DD/YYYY):		SEX:		DISABLED?		<input type="checkbox"/> No <input type="checkbox"/> Yes, if YES please specify Type/s of Disability:		RELATIONSHIP TO HH HEAD:	
NAME OF PARENT IN THE FAMILY ROSTER:		ATTENDING SCHOOL?		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		ADDRESS OF SCHOOL:			
NAME OF SCHOOL:		NAME OF HEALTH FACILITY:		ADDRESS OF HEALTH FACILITY:		FROM		TO	
2 <input type="checkbox"/> 3 <input type="checkbox"/>		TRANSFER OF ADDRESS:		REGION:		CITY/MUNICIPALITY:		BARANGAY:	
STREET/PUROK/SITIO:		UPDATE ON HEALTH FACILITY		1. NAME OF MEMBER:		LAST NAME FIRST NAME MIDDLE NAME EXTENSION NAME		FROM	
4 <input type="checkbox"/>		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF FACILITY:			
FACILITY ADDRESS:		TYPE OF FACILITY:		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:			
2. NAME OF MEMBER:		LAST NAME FIRST NAME MIDDLE NAME EXTENSION NAME		FACILITY ADDRESS:		TYPE OF FACILITY:			
5 <input type="checkbox"/>		UPDATE ON EDUCATION INFORMATION		1. NAME OF MEMBER:		LAST NAME FIRST NAME MIDDLE NAME EXTENSION NAME		FROM	
4 <input type="checkbox"/>		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF SCHOOL:			
SCHOOL ADDRESS:		GRADE LEVEL:		IF SENIOR HIGH SCHOOL, please specify track and strand:		Academic: <input type="checkbox"/> Accountancy, Business Management (ABM) <input type="checkbox"/> Humanities and Social Sciences (HUMSS) <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) <input type="checkbox"/> General Academic <input type="checkbox"/> Pre-Baccalaureate Maritime		Technical-Vocational-Livelihood: <input type="checkbox"/> Agricultural-Fishery <input type="checkbox"/> Home Economics <input type="checkbox"/> Information and Communications Technology (ICT) <input type="checkbox"/> Industrial Arts <input type="checkbox"/> TVL Maritime	
4 <input type="checkbox"/>		IF SENIOR HIGH SCHOOL GRADUATE, please specify received award:		Classroom Awards: <input type="checkbox"/> Conduct Awards <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Recognition for Perfect Attendance <input type="checkbox"/> Special Recognition, please specify:		Grade-level Awards: <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Leadership Award <input type="checkbox"/> Award for Work Immersion <input type="checkbox"/> Award for Research or Innovation		Award for Outstanding Performance in Specific Disciplines, please specify below: <input type="checkbox"/> Science <input type="checkbox"/> Social Sciences <input type="checkbox"/> Technical-Vocational Education <input type="checkbox"/> Arts and Design	
4 <input type="checkbox"/>		IF COLLEGE GRADUATE, please specify Latin Honors if any: <input type="checkbox"/> Summa Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Cum Laude		IF BOARD LICENSURE/EXAM PASSER		IF BOARD LICENSURE/EXAM PASSER		Specify other awards and honors (e.g. Graduation with Honors):	
4 <input type="checkbox"/>		IF WITH TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) CERTIFICATION, please specify below (e.g. Computer Systems Servicing NC II):		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF SCHOOL:	
SCHOOL ADDRESS:		GRADE LEVEL:		IF SENIOR HIGH SCHOOL, please specify track and strand:		Academic: <input type="checkbox"/> Accountancy, Business Management (ABM) <input type="checkbox"/> Humanities and Social Sciences (HUMSS) <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) <input type="checkbox"/> General Academic <input type="checkbox"/> Pre-Baccalaureate Maritime		Technical-Vocational-Livelihood: <input type="checkbox"/> Agricultural-Fishery <input type="checkbox"/> Home Economics <input type="checkbox"/> Information and Communications Technology (ICT) <input type="checkbox"/> Industrial Arts <input type="checkbox"/> TVL Maritime	
4 <input type="checkbox"/>		IF SENIOR HIGH SCHOOL GRADUATE, please specify received award:		Classroom Awards: <input type="checkbox"/> Conduct Awards <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Recognition for Perfect Attendance <input type="checkbox"/> Special Recognition, please specify:		Grade-level Awards: <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Leadership Award <input type="checkbox"/> Award for Work Immersion <input type="checkbox"/> Award for Research or Innovation		Award for Outstanding Performance in Specific Disciplines, please specify below: <input type="checkbox"/> Science <input type="checkbox"/> Social Sciences <input type="checkbox"/> Technical-Vocational Education <input type="checkbox"/> Arts and Design	
4 <input type="checkbox"/>		IF COLLEGE GRADUATE, please specify Latin Honors if any: <input type="checkbox"/> Summa Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Cum Laude		IF BOARD LICENSURE/EXAM PASSER		IF BOARD LICENSURE/EXAM PASSER		Specify other awards and honors (e.g. Graduation with Honors):	
4 <input type="checkbox"/>		IF WITH TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) CERTIFICATION, please specify below (e.g. Computer Systems Servicing NC II):		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF SCHOOL:	
SCHOOL ADDRESS:		GRADE LEVEL:		IF SENIOR HIGH SCHOOL, please specify track and strand:		Academic: <input type="checkbox"/> Accountancy, Business Management (ABM) <input type="checkbox"/> Humanities and Social Sciences (HUMSS) <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) <input type="checkbox"/> General Academic <input type="checkbox"/> Pre-Baccalaureate Maritime		Technical-Vocational-Livelihood: <input type="checkbox"/> Agricultural-Fishery <input type="checkbox"/> Home Economics <input type="checkbox"/> Information and Communications Technology (ICT) <input type="checkbox"/> Industrial Arts <input type="checkbox"/> TVL Maritime	
4 <input type="checkbox"/>		IF SENIOR HIGH SCHOOL GRADUATE, please specify received award:		Classroom Awards: <input type="checkbox"/> Conduct Awards <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Recognition for Perfect Attendance <input type="checkbox"/> Special Recognition, please specify:		Grade-level Awards: <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Leadership Award <input type="checkbox"/> Award for Work Immersion <input type="checkbox"/> Award for Research or Innovation		Award for Outstanding Performance in Specific Disciplines, please specify below: <input type="checkbox"/> Science <input type="checkbox"/> Social Sciences <input type="checkbox"/> Technical-Vocational Education <input type="checkbox"/> Arts and Design	
4 <input type="checkbox"/>		IF COLLEGE GRADUATE, please specify Latin Honors if any: <input type="checkbox"/> Summa Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Cum Laude		IF BOARD LICENSURE/EXAM PASSER		IF BOARD LICENSURE/EXAM PASSER		Specify other awards and honors (e.g. Graduation with Honors):	
4 <input type="checkbox"/>		IF WITH TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) CERTIFICATION, please specify below (e.g. Computer Systems Servicing NC II):		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF SCHOOL:	
SCHOOL ADDRESS:		GRADE LEVEL:		IF SENIOR HIGH SCHOOL, please specify track and strand:		Academic: <input type="checkbox"/> Accountancy, Business Management (ABM) <input type="checkbox"/> Humanities and Social Sciences (HUMSS) <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) <input type="checkbox"/> General Academic <input type="checkbox"/> Pre-Baccalaureate Maritime		Technical-Vocational-Livelihood: <input type="checkbox"/> Agricultural-Fishery <input type="checkbox"/> Home Economics <input type="checkbox"/> Information and Communications Technology (ICT) <input type="checkbox"/> Industrial Arts <input type="checkbox"/> TVL Maritime	
4 <input type="checkbox"/>		IF SENIOR HIGH SCHOOL GRADUATE, please specify received award:		Classroom Awards: <input type="checkbox"/> Conduct Awards <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Recognition for Perfect Attendance <input type="checkbox"/> Special Recognition, please specify:		Grade-level Awards: <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Leadership Award <input type="checkbox"/> Award for Work Immersion <input type="checkbox"/> Award for Research or Innovation		Award for Outstanding Performance in Specific Disciplines, please specify below: <input type="checkbox"/> Science <input type="checkbox"/> Social Sciences <input type="checkbox"/> Technical-Vocational Education <input type="checkbox"/> Arts and Design	
4 <input type="checkbox"/>		IF COLLEGE GRADUATE, please specify Latin Honors if any: <input type="checkbox"/> Summa Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Cum Laude		IF BOARD LICENSURE/EXAM PASSER		IF BOARD LICENSURE/EXAM PASSER		Specify other awards and honors (e.g. Graduation with Honors):	
4 <input type="checkbox"/>		IF WITH TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) CERTIFICATION, please specify below (e.g. Computer Systems Servicing NC II):		ATTENDING:		<input type="checkbox"/> Yes <input type="checkbox"/> No, Reason for Not Attending:		NAME OF SCHOOL:	
SCHOOL ADDRESS:		GRADE LEVEL:		IF SENIOR HIGH SCHOOL, please specify track and strand:		Academic: <input type="checkbox"/> Accountancy, Business Management (ABM) <input type="checkbox"/> Humanities and Social Sciences (HUMSS) <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) <input type="checkbox"/> General Academic <input type="checkbox"/> Pre-Baccalaureate Maritime		Technical-Vocational-Livelihood: <input type="checkbox"/> Agricultural-Fishery <input type="checkbox"/> Home Economics <input type="checkbox"/> Information and Communications Technology (ICT) <input type="checkbox"/> Industrial Arts <input type="checkbox"/> TVL Maritime	
4 <input type="checkbox"/>		IF SENIOR HIGH SCHOOL GRADUATE, please specify received award:		Classroom Awards: <input type="checkbox"/> Conduct Awards <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Recognition for Perfect Attendance <input type="checkbox"/> Special Recognition, please specify:		Grade-level Awards: <input type="checkbox"/> Academic Excellence Award <input type="checkbox"/> Leadership Award <input type="checkbox"/> Award for Work Immersion <input type="checkbox"/> Award for Research or Innovation		Award for Outstanding Performance in Specific Disciplines, please specify below: <input type="checkbox"/> Science <input type="checkbox"/> Social Sciences <input type="checkbox"/> Technical-Vocational Education <input type="checkbox"/> Arts and Design	
4 <input type="checkbox"/>		IF COLLEGE GRADUATE, please specify Latin Honors if any: <input type="checkbox"/> Summa Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Cum Laude		IF BOARD LICENSURE/EXAM PASSER		IF BOARD LICENSURE/EXAM PASSER		Specify other awards and honors (e.g. Graduation with Honors):	
4 <input type="checkbox"/>		IF WITH TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) CERTIFICATION, please specify below (e.g. Computer Systems Servicing							

Beneficiary Updating System (BUS) FORM 5 Version 3 Guide

[First Page]

PART I
<p>A. Household and Personal Data The Household Grantee shall provide his/her Complete Name, Address and Household ID Number.</p>
<p>B. Data Change/Correction/Updating</p> <p>Newborn and/or Additional Household Member</p> <p>The Household Grantee shall provide the following data if there is a Newborn and/or Additional Household Member in the household:</p> <ul style="list-style-type: none"> Complete name of the child/member indicating the Last Name, First Name, Middle Name and Extension Name if applicable; Date of Birth of the child/member indicating month, day and year; Sex of the child/additional member indicating male or female; Check the box if the child/member is a person with disability or not; If yes, specify the type of disability; <i>*Types of Disability: Psychosocial Disability, Disability due to Chronic Illness, Learning Disability, Mental Disability, Visual Disability, Orthopedic Disability and Communication Disability</i> Complete name of the parent of the child/member in the family roster indicating Last Name, First Name, Middle Name and Extension Name if applicable; Relationship of the child/additional household member to the household head if son/daughter or grandson/granddaughter; Check the box if the child/member is attending school or not; If attending Yes, indicate the name of the school and complete address where the child/member is enrolled; If No, indicate the reason for not attending school; Indicate also the name and address of the health facility. <i>*Reasons for Not Attending School: Distance, Inaccessible, Supply Side, Sickly, Working, Disability, Bullied, Financial, Sibling Care, Early Pregnancy, Early Marriage, and Emotional Unprepared</i> <p>Transfer of Address</p> <p>The Household Grantee shall provide the following data if the household already transferred to a different address:</p> <ul style="list-style-type: none"> Under column FROM, write the previous Region, Province, City/Municipality, Barangay and Street/Purok/Sitio; Under column TO, write the current Region, Province, City/Municipality, Barangay and Street/Purok/Sitio <p>Update of Health Facility for Existing Member</p> <p>The household Grantee shall provide the following data if there is a correction and/or update on the health facility of the household member:</p> <ul style="list-style-type: none"> Complete name of the member indicating Last Name, First Name, Middle Name and Extension Name if applicable; Under column FROM, Check the box if the member is attending or not. If YES, indicate the complete name of the health facility, complete address where it is located and what type of health facility; <i>*Type of Health Facility: Rural Health Unit, Barangay Health Unit, Others, None</i> Under column TO, indicate the correct and/or updates on the name of the health facility, complete address and what type of health facility. <p>Update on Education Information for Existing Member</p> <p>The Household Grantee shall provide the following data if there is a correction and/or update of the education information of the household member:</p> <ul style="list-style-type: none"> Complete name of the member indicating Last Name, First Name, Middle Name and Extension Name if applicable; Under column FROM, Check the box if the member is attending or not. If YES, indicate the complete name of the school facility, complete address where it is located and grade level; If NO, indicate the reason for not attending;

- Under column TO, indicate the correct and/or updates on the school facility, complete address where it is located and grade level;
- If the member is currently in Senior High School, check the box of the track and strand the member enrolled in;
**Track: Academic, Technical-Vocational-Livelihood, Sports and Arts and Design*
**Strand: Accountancy, Business, Management (ABM); Humanities and Social Sciences (HUMSS); Science, Technology, Engineering, Mathematics (STEM); General Academics; Pre-Baccalaureate Maritime; Agricultural-Fishery; Home Economics; Information and Communication Technology (ICT); Industrial Arts and TVL Maritime*
- If the member is a Senior High School Graduate, check the box of his/her award received, if applicable; If the member received an award, check if it is classroom award or grade-level award;
- If the member is a College Graduate, check the box for the applicable Latin Honor received by the household member;
- Check the applicable box if the member is a Board/Bar Examination Passer or not. If Board passer, indicate the profession (e.g. Accountancy, Architecture, Civil Engineering, etc.);
- If the member is with Technical-Vocational Education and Training (TVET) Certification, specify what certification the member received (e.g. Computer System Servicing II).

Acknowledgement Receipt

Beneficiary Copy: Indicate the date of filing, name of the beneficiary and household identification number.

Type of Update, Field Updated and Change to: Indicate the required field.

City/Municipal Link's Copy: Indicate the date of filing, name of the beneficiary and household identification number.

Type of Update, Field Updated, Change to and Remarks: Indicate the required field.

Name and Signature of Grantee/Representative: This is the proof that the grantee/representative requested for the update.

Name and Signature and Designation of DSWD Personnel: This confirms the receipt of updating form from the household grantee.

Date Received: Indicate the date of receipt of the form.

[Second Page]

(Continuation of Part B..)

Change of Grantee

The Household Grantee/Representative shall provide the following data if there is a corrections and/or update on change of grantee of the household:

- Complete name of the previous and current new grantee;
- Under new grantee's information, provide the complete mother's maiden name;
- Date of birth of the new grantee indicating month, date and year;
- Relationship of the new grantee to the Household Head if son or daughter and grandson or granddaughter;
- If the new grantee is a minor, provide the guardian's name and his or her relationship to the minor grantee;
- Check the applicable box for reason of change of grantee if it is Long Absence, Deceased or Sickly or Old Age.

Deceased

The Household Grantee shall provide the following data if there is a deceased household member:

- Complete name of the deceased member indicating Last Name, First Name, Middle Name and Extension if applicable;
- Indicate Sex if female or male;
- Relationship of the deceased member to the household head;
- Date of Birth indicating month, day and year;

- If for replacement as a monitored child, check the box provided if YES or NO; If YES, the City/Municipal Link will facilitate the request for deselection using Update 11 with reason as deceased and proceed with the selection of the replacement child of the household in the Pantawid Pamilya Information System (PPIS).

Capturing/Correction of Basic Information

The Household Grantee shall provide the following data if there is a member of the household who has a correction on their basic information:

- Under FROM column, indicate the complete name of the member reflected in the PPIS: Last Name, First Name, Middle Name and Extension Name if applicable; Date of Birth indicating month, day and year; Relationship to the Household Head (if son or daughter and grandson or granddaughter); Marital Status (if Single, Married with spouse present, Married with spouse migrant, Widowed, Divorced/Separated and Unknown); Sex if female or male;
- Check the applicable box if the current member is a person with disability or not; If YES, check applicable box on type of disability;
- Check the applicable box if the current member is a Solo Parent or not;
- Write if the member is employed or not; If YES, indicate if the member is working in government or private and check the applicable box on the type of employment;
- Under TO column, indicate the correct complete name of the member indicating Last Name, First Name, Middle Name and Extension Name if applicable; Date of Birth indicating month, day and year; Relationship to the Household Head (if son or daughter and grandson or granddaughter); Marital Status (if Single, Married with spouse present, Married with spouse migrant, Widowed, Divorced/Separated and Unknown); Indicate Sex if female or male.

Capturing/Correction of IP Affiliation

The Household Grantee shall provide the following data if there is a member of the household who has a correction on their IP Affiliation:

- Complete name of the member/s indicating Last Name, First Name, Middle Name and Extension if applicable;
- Under column FROM, indicate the previous IP Affiliation of the member/s;
- Under column TO, indicate the current IP Affiliation of the member/s;
- Check the box if all household members shall have the same changes on their IP Affiliation.

Selection/Replacement of Child-Beneficiary/ies for Education

The Household Grantee shall provide the following data if there is a member for selection/replacement for education monitoring:

- Complete name of the child-beneficiary/ies;
- Check the box if the child-beneficiary/ies is for selection or replacement;
- Reason for selection or replacement;
- Complete name of the replacement child-beneficiary/ies.

Use the Update Type 4 and 5 to update the health and/or education information of the replacement child.

Capturing of Pregnancy Status

The Household Grantee shall provide the following data if there is a member of the household who needs to capture the pregnancy status:

- Complete name of the member indicating Last Name, First Name, Middle Name and Extension Name if applicable;
- Sex if female or male;
- Age of the member/s;
- Status of pregnancy of the member;
- Date of the last menstrual period of the member being updated; and
- Relationship of the pregnant member to the household head.

Name and Signature of Grantee/Representative: This is the proof that the grantee/representative requested for the update and has read the provision on data privacy.

Name and Signature of Parent Leader: The Parent Leader testifies that the update was indeed requested by the grantee/representative.

Name, Signature and Designation of DSWD Personnel: The DSWD personnel confirms the receipt of the form.

PART II

Reviewed by: Indicate the name and signature of the Pantawid staff who reviewed the submitted form

Date Reviewed: Indicate the date of review conducted by the Pantawid Staff.

POO Remarks: Indicate if there are other observations noted while reviewing the requested change/s for the C/ML's or SWA's reference in taking appropriate action/s.

Encoded by: Indicate the name of the person who encoded the requested changes

Date Encoded: Indicate the date of encoding for reference in feedbacking to beneficiaries, stakeholders or Pantawid Staff or tracing the transaction history of the requested change

If the form is not encoded, check the applicable reasons and the form with the attached documents shall be returned to POO/C/MOO.

Types of Updates and Supporting Documents: This serves as a guide on the required supporting documents needed to facilitate the requested update of the household.

-End-