



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 05 2025

MEMORANDUM

MUNTINLUPA SCHOLARSHIP DIVISION (MSD) HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM (HELP) FIRST VALIDATION PERIOD

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a letter from Mr. Arian Clarence L. Caballero, Head, Muntinlupa Scholarship Division, dated October 27, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to the fourth and fifth paragraphs of the said letter, relative to the request for submission and detailed monitoring guidelines.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As Stated
References: As Stated
To be indicated in the Perpetual Index
under the following subjects:
SCHOLARSHIP
KSJT/ DM/ MUNTINLUPA SCHOLARSHIP DIVISION (MSD) HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM
454 (HELP) FIRST VALIDATION PERIOD
/ NOVEMBER 3, 2025

UN-2025-454



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454

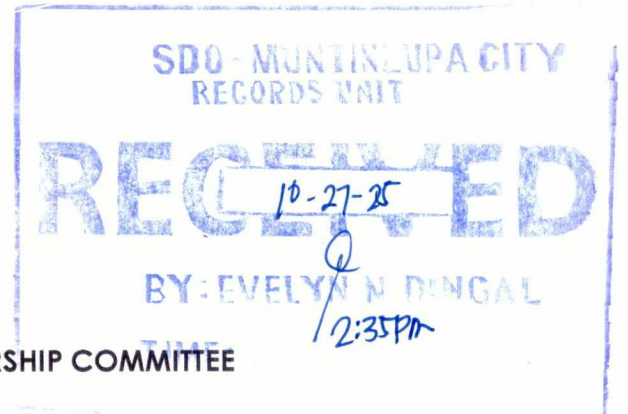


Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Muntinlupa Scholarship Division



27 OCTOBER 2025

DR. VIOLETA M. GONZALES, CESO VI
Officer In Charge
SDO- Muntinlupa



Attention to: **PUBLIC SCHOOLS SCHOLARSHIP COMMITTEE**

SUBJECT: HELP PROGRAM 1st VALIDATION PERIOD

Dear Dr. Gonzales,

Greetings!

Following our meeting with the Public Schools Scholarship Committee held on June 26, 2025, the Muntinlupa Scholarship Division (MSD) formally presents the revised implementation framework of the High School and Elementary Learners Assistance Program (HELP), specifically strengthening the monitoring and performance validation of learner-beneficiaries. Validation periods are as follows:

- **1st Validation:** End of 2nd Grading Period (First Semester)
- **2nd Validation:** End of 4th Grading Period (Second Semester)

Learners shall be classified into the following categories during validation:

- **ACTIVE** – Fully compliant
- **CONDITIONAL** – Under review for pending academic, attendance, or behavioral compliance
- **DISQUALIFIED** – Due to non-compliance or confirmed major violations

In compliance with this policy, we respectfully request the facilitation of the 1st Validation Period for all HELP beneficiaries in your respective public schools, to be conducted after the 2nd Grading Period in coordination with the School Scholarship Committee.

We respectfully request the submission of the lists of **CONDITIONAL and DISQUALIFIED** learners on or before **November 28, 2025.**

Attached herewith is the detailed HELP Monitoring Guidelines for your reference.

Thank you for your continued partnership and support.

Very Respectfully yours,


ARIAN CLARENCE L. CABALLERO
Head, Muntinlupa Scholarship Division



HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM (HELP) REVISED GUIDELINES

Categorization and monitoring of learners under HELP.

To uphold program integrity and ensure timely and accurate delivery of educational support, the High School and Elementary Learners Assistance Program (HELP) classifies beneficiaries into eligibility categories and applies a structured monitoring system. Validation shall be conducted bi-annually at the end of each semester, aligned with the DepEd school calendar. Validation schedule is as follows:

- 1st Validation: End of 2nd Grading Period (First Semester);**
2nd Validation: End of 4th Grading Period (Second Semester);

Categories are as follows:

A. ACTIVE - Learners who are fully compliant with all HELP program requirements and remain eligible for full benefits.

B. CONDITIONAL - Learners temporarily retained in the program but flagged for review due to pending compliance issues. This may include:

(1) Borderline academic performance - Learners who are close to failing in core subjects but have not been retained.

(2) Attendance under review- Learners with absences approaching or exceeding the 20% threshold, but under verification for valid excuses.

(3) Behavioral Conditional learners- Learners with documented minor behavioral infractions, such as frequent tardiness, classroom disruptions, or defiance of school rules. These learners must be undergoing counseling or school intervention, and a clearance or progress report from the school guidance counselor must be submitted in the next validation period.

NOTE: Conditional learners remain eligible for educational assistance while under review; however, **if no improvement or resolution of the identified issue is observed by the next validation period**, the learner shall be disqualified from the HELP Program in the following school year.

Parents or guardians shall be duly notified of the learner's conditional status by the School Scholarship Committee or Class Adviser, particularly during Card-Giving Days or scheduled parent-teacher conferences.

C. DISQUALIFIED: Learners removed from the program due to non-compliance or confirmed major violations. As follows:

1. Academic Deficiencies;
2. Chronic Absenteeism;
3. Conduct and Behavioral Infractions;
4. Transfer Outside Muntinlupa City;
5. Failure to Update Records;
6. Abandonment of Scholarship
7. Other violations committed by Parents/Guardians.