



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 16 2026

MEMORANDUM

DIVISION PARTICIPATION ON THE IMPLEMENTATION OF KA-PARENT-IN-SCHOOL (KAPISAN) IN PARTNERSHIP WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

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

1. In reference to the letter of Dr. Michael Joseph J. Lorico, Regional Director of Department of Social Welfare and Development (DSWD), dated March 2, 2026, this Offices announces the schedule of the above-captioned activity.

KAPISAN - Participating Schools	
1st Batch	2nd Batch
March 14 to April 18, 2026	April 25 to May 16
1. Bayanan Elementary School-Main	1. Tunasan National High School
2. Bayanan Elementary School-Unit I	2. Lakeview Integrated School

2. Relative to this, there will be a simultaneous Opening Program before the conduct of the activity on the said dates.

3. Attached is the Memorandum of Understanding (MOU) with DSWD.

4. For any queries, please coordinate with the School Health and Nutrition Section under the School Governance and Operations Division at telephone nos. 0284237560/0284237561/0284237562 Loc.127.

5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Asst. 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:

WELFARE

LEARNERS

PROGRAMS

MTOSI/DIVISION PARTICIPATION ON THE IMPLEMENTATION OF KA-PARENT-IN-SCHOOL (KAPISAN) IN PARTNERSHIP WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

128 / March 11, 2026

128

March 2, 2026

Dr. VIOLETA M. GONZALES, CESO VI
Superintendent
OIC- Division of Schools
Laguerta Street, Tunasan, Muntinlupa City

Dear **Dr. Gonzales:**

This has reference to the partnership of the Department Social Welfare and Development-National Capital Region and the Department of Education-Schools Division of Muntinlupa in the implementation of the Youth Development, Parent-in-school programs and other in-school and off-school developmental activities in different schools in Muntinlupa City.

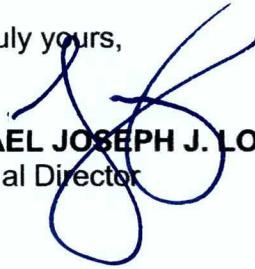
Relative to this, we would like to respectfully endorse to you the attached notarized Memorandum of Agreement (MOA) for your reference. The said MOA outlined the agreed terms and conditions including roles and responsibilities of both parties in the implementation of the collaborative programs and initiatives intended to support learners especially the beneficiaries and their families. It also serves as a guiding document to ensure proper coordination, monitoring and delivery of services aligned with institutional goals and existing policies. Also, We respectfully request that your office designate one representative from each of the following facilities: Bayanan Elementary School Unit 1 and Bayanan Elementary School Main, Lakeview Integrated School and Tunasan National Highschool to attend the discussion regarding the conduct of the KAPISAN Module.

We look forward to strengthening our partnership in advancing the welfare and academic success of our learners.

For clarification and other concerns, Ms. Keren T. Jemina, Social Welfare Officer IV/Area Coordinator with contact no. 09178089614 will closely coordinate with your office regarding this matter.

Thank you for your continued leadership and support.

Very truly yours,


MICHAEL JOSEPH J. LORICO
Regional Director

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU), entered into by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - NATIONAL CAPITAL REGION (DSWD - NCR)**, a regional office of a national agency created pursuant to RA 5416, with office address at 389 San Rafael cor. Legarda St., Sampaloc, Manila represented by its Regional Director, **MICHAEL JOSEPH J. LORICO**, hereinafter referred to as "**FIRST PARTY**".

- and -

The **DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OFFICE OF MUNTINLUPA**, with principal office address at Muntinlupa Elementary School Compound Poblacion St., City of Muntinlupa, duly represented by its School Division Superintendent, **DR. VIOLETA M. GONZALES, CESO VI** hereinafter referred to as "**SECOND PARTY**".

Hereinafter, the **FIRST PARTY** and **SECOND PARTY** shall collectively be referred to as the "**PARTIES**" and individually as a "**PARTY**."

- WITNESSETH -

WHEREAS, **DSWD-NCR** is mandated to lead in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged.

WHEREAS, the **DSWD** recognizes the vital role of the National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Academic Institutions, Professional Associations in responding to the needs of individuals, families and communities;

WHEREAS, Republic Act 11310 or "An Act Institutionalizing the Pantawid Pamilyang Pilipino Program," otherwise known as the "4Ps Act," defines 4Ps as the national poverty reduction strategy and a human capital investment program that provides conditional cash transfer to poor households for a maximum of seven years, to improve the health, education, and nutrition aspect of their lives.

WHEREAS, the 4Ps utilizes the Pantawid Kilos-Unlad (KU) Social Case Management Strategy - a process to guide the shepherding of 4Ps households to achieve improved well-being towards stepping up (from survival to subsistence to self-sufficiency level) and out of poverty (program exit) within a seven-year operational period. The KU will employ various strategies that include convergence approach and partnership engagement to mobilize a wide array of support services as well as referral to other relevant institutions, or agencies, to address their needs and/or sustain their gains during and after the program exit.

WHEREAS, the **SECOND PARTY** is an academic system that delivers quality education through relevant technical and vocational knowledge, skills, and values, offering industry-sensitive and community service-driven programs that respond to the needs of both the country and the global community.

WHEREAS, the **SECOND PARTY** promotes equitable access to basic education as its share in the formation of a more progressive resilient and humane society of capacitated citizens in the country.

WHEREAS, the convergence of **PARTIES**, with their distinct capabilities and competencies, resources, infrastructure and programs to reduce poverty, would result to complementation, harmonization, and effective implementation of government efforts on poverty alleviation particularly on the promotion of basic education of the country.

WHEREAS, in furtherance of their shared vision and objectives, both parties commit to adhere to applicable safeguarding management policies and anti-corruption measures to ensure accountability and the protection of beneficiaries; This is in line with the 4Ps partnership guiding principles of accountability, empowerment, inclusivity, strategic, participatory, relevant and culturally sensitive, among others.

MICHAEL JOSEPH J. LORICO
Regional Director
DSWD - NCR

BIENVENIDO M. V. BARBOS
Assistant Regional Director for Operations
DSWD - NCR

LEAH N. BAUTISTA
Regional Program Coordinator
4PS NCR

DR. VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
DepEd - Schools Division Office of Muntinlupa

DR. IVA RICERO
Assistant Schools Division Superintendent
DepEd - Schools Division Office of Muntinlupa

NOW THEREFORE, for and in consideration of the foregoing premises and stipulations herein below set forth, the PARTIES HAVE AGREED AND HEREBY AGREE AS FOLLOWS:

I. TERM AND CONDITIONS

The main objective of the collaboration between the Parties are to:

- Increase access to basic education programs through a collaborative partnership that strengthens the institutional capacity of the BOTH PARTIES.
- Enhance the well-being of all learners (inclusive Pantawid Pamilya members) through their educational pursuits and various programs, including after-school, off-campus, and alternative education.
- Improve the well-being of all learners (inclusive Pantawid Pamilya members) through education that impacts all aspects of development.

II. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. The FIRST PARTY shall:

1. Provide the mechanics in the implementation of Pantawid Pamilya Pilipino Program in the covered schools.
2. Identify, through Operation Offices, target learners and their families to avail of Youth Development Programs, Parents-in-school program and other in-school and off-school developmental activities.
3. Ensure the monitoring of learners' beneficiaries' academic performance through the Development Officers in charge, in coordination with the SECOND PARTY focal person.
4. Conduct meetings, consultations, and dialogues regarding learners, particularly those needing case management.
5. Include in its documentation and annual report learners' academic status and feedbacks on interventions provided socio-emotional learning.
6. Provide Technical Assistance and Resource Augmentation (TARA) to the SECOND PARTY for the implementation of targeted scoping and developmental activities.
7. Collaborate in the implementation of **DepEd No. 40, s. 2012: DepEd Child Protection Policy** programs, campaigns, and activities to raise consciousness, mobilize, and educate key stakeholders in addressing child abuse, exploitation, violence, discrimination, and bullying, and in instituting mechanisms reflecting its zero-tolerance policy.

B. The SECOND PARTY shall:

1. Aid in uplifting the quality of life of all learners (inclusive Pantawid Pamilya members) in **Muntinlupa City** by promoting equitable access to quality basic education through DepEd various academic program.
2. Permit the use of its school facilities as venue for implementation of target activities with Development Officers and Social Workers without charge or fees.
3. Support the needed programs and services upon referral and/or part of the sets of interventions delivered by the Social Service workforce throughout the 7-year exposure in the program from registration to graduation phase.
4. Provide annual academic performance report to DSWD – Regional Program Management Office regarding the Pantawid Pamilya members/beneficiaries (Name, Household ID Numbers and LRNs) catered per school year which will be encoded and monitored in the Institutional Partnership and Development Information System (IPDIS).
5. Provide the DSWD with reports on the progress of partnership implementation. Including the identified best practices and challenges for documentation and discussion, as such:
 - a. Assign a focal person who will act as Liaison/Coordinator in-charge in implementing these agreements, represent the parties in meetings and discuss and resolve issues/ concerns related thereto.
 - b. Accomplish the prescribed template for reporting. Annex D2: CSO Quarterly Accomplishment Report Form to be submitted every 15th of the last month of the quarter: March 15, June 15, September 15, and December 15. Note: All Reports must be reviewed and signed by the respective SWO IV/Area Coordinators of Operation Offices before submitting to the Institutional Partnership and Development.

MARY MICHELLE TORRES J. TORICO
Assistant Director for Operations
DSWD-NCR

BIENVENIDO IV. BARROS
Assistant Regional Director for Operations
DSWD-NCR

LEAH N. BAUTISTA
Regional Program Coordinator
APS-NCR

DR. VIOLETA M. SONZALES, CESO VI
Schools Division Superintendent
Dept. d - Schools Division Office of
Muntinlupa

DR. LUISA RICERO
Assistant Schools Division
Superintendent
Dept. d - Schools Division Office of
Muntinlupa

6. Observe the Regional Memorandum Order No. 005 S. 2020 also known as the Child Protection Policy and other policies and procedures especially in relations to confidentiality of cases and safety and well-being of partners and beneficiaries.
7. Participate in an annual review as basis for renewal and identification of partnership strengthening and direction.
8. To partner with other relevant government agencies or private institutions in order to accomplish the above-stated objective.
9. Use Pantawid Pamilya members' personal information with confidentiality and strictly following the purpose stated. Otherwise, misuse of information will be subject to penalties under the data sharing protocol of the Department and Data Privacy Law.
10. Attend regular meetings, consultations, dialogues, and supervising conferences/sessions as the need arises.

III. CIRCUMSTANCES

Each PARTY shall undertake and agree to bear its own fees, costs, and expenses in accordance with their undertaking and obligations under the agreement.

IV. CONFIDENTIALITY CLAUSE

The PARTIES agree that no data or information arising from this Agreement shall be disclosed to any third and/or private entity, except the government for purpose of regulation and upon execution of a Data Sharing Agreement. A Data Sharing Agreement may be entered in compliance with the Data Privacy Act of 2012 for the purpose of support interventions for the 4Ps Program and its beneficiaries.

V. PERFORMANCE

The PARTIES agree to perform everything necessary to ensure that their respective obligations under this Agreement are complied with. Termination may be made under justifiable and lawful reason/s through a formal written communication with consent from all PARTIES, with utmost consideration of protecting the welfare and beneficiaries.

Within _____ the execution of this MOU, the parties may execute a supplementary agreement, implementing guidelines or other legal instrument to operationalize the terms and conditions of the MOU and perform such other acts that may be necessary.

VI. EFFECTIVITY

This agreement shall take effect upon signing of the PARTIES and shall remain in full force until the end of the volunteer period or for a period of two years, whichever comes first, unless sooner terminated by either party upon mutual and written agreement.

IN WITNESS WHEREOF, the PARTIES hereby affix their signatures on this FEB 20 2026 day of QUEZON CITY, Manila, Philippines.

For the **Department of Social Welfare and Development – National Capital Region:**

ATTY. MICHAEL JOSEPH J. LORICO
Regional Director

For **DepEd – Schools Division Office of Muntinlupa:**

DR. VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

SIGNED IN THE PRESENCE OF

BIENVENIDO JR. V. BARBOSA
Assistant Regional Director for Operation

DR. LILA RICERO
Assistant Schools Division Superintendent

LEAH N. BAUTISTA
PDO V/ Division Chief 4Ps
Regional Program Coordinator

