



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 17, 2025

**REGIONAL MEMORANDUM**

No. **1707** s.2025

**DISSEMINATION OF MEMORANDUM OUF-2025-1022: SUBMISSION OF DATA  
ON LOCAL GOVERNMENT UNIT (LGU) STUDENT ASSISTANCE PROGRAMS  
IN RELATION TO THE NATIONAL STUDENT ASSISTANCE ACT**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum OUF-2025-1022 dated December 16, 2025, from Officer-in-Charge, Office of the Undersecretary for Finance, Atty. Edson Byron K. Sy with the subject: **Submission of Data on Local Government Unit (LGU) Student Assistance Programs in Relation to the National Student Assistance Act.**
2. The SDOs are directed to submit using the standard Excel template provided by the Government Assistance and Subsidies Service of the DepEd Central Office not later than December 18, 2025, at 12:00 p.m.
3. Instruction on accomplishing the LGU Student Assistance Inventory template is found in the attached memorandum.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RONALO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: As stated  
References: As stated

To be indicated in the Perpetual Index under the following subjects:  
NATIONAL STUDENT ASSISTANCE ACT  
STUDENT ASSISTANCE PROGRAMS

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Republic of the Philippines  
**Department of Education**


OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

**OUF-2025-1022**

December 16, 2025

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :  **ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
Officer-in-Charge  
Office of the Undersecretary for Finance

SUBJECT : **SUBMISSION OF DATA ON LOCAL GOVERNMENT UNIT (LGU)**  
**STUDENT ASSISTANCE PROGRAMS IN RELATION TO THE**  
**NATIONAL STUDENT ASSISTANCE ACT**

In compliance with the instructions issued during the **December 15, 2025, Joint Meeting of the House Committee on Basic Education and Culture (CBEC) and the Committee on Higher and Technical Education (CHTE)**, the Department of Education through the Schools Division Superintendents is directed to submit a nationwide inventory of existing Local Government Unit (LGU) Student Assistance Programs to support the deliberations on the proposed National Student Assistance Act.

In this regard, all Regional Offices (ROs) are hereby directed to consolidate data from their respective Schools Division Offices (SDOs) using the standard Excel template provided by the Government Assistance and Subsidies Service of the DepEd Central Office. The inventory shall include LGU programs that provide cash assistance, allowances, subsidies, in-kind support, or other forms of learner assistance, and must, at a minimum, indicate the coverage (public/private), the amount or type of assistance, the frequency, and the funding source.

The online files and templates are available in a OneDrive folder, which shall be used by the Regional Offices for consolidation. The templates may be replicated and shared with SDOs to facilitate data gathering and submission through the following link: **[tinyurl.com/DataOnLGUStudentAssistance](https://tinyurl.com/DataOnLGUStudentAssistance)**. Instructions for completing the LGU Student Assistance Inventory Template are also available in the same OneDrive folder.

Given the urgency of the request and the timeline set by Congress, **all ROs** are required to submit their consolidated regional reports **on or before Thursday, December 18, 2025, at 5:00 PM**. The Central Office shall thereafter consolidate and



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finalize the national submission by Friday, December 19, 2025, for transmittal to the CBEC and CHTE.

Regional Directors and Schools Division Superintendents are enjoined to ensure the timely, accurate, and complete submission of the required data.

For questions and clarifications, your office may contact **Mr. Riene R. Dimakiling**, Project Development Officer II from GASS-PRDD through email at **[gass.prdd@deped.gov.ph](mailto:gass.prdd@deped.gov.ph)**, copy furnished to **[riene.dimakiling@deped.gov.ph](mailto:riene.dimakiling@deped.gov.ph)**, or through mobile and Viber number at **(+63) 968 205 7523**.

For guidance and strict compliance.

**Copy furnished:**

**ATTY. FILEMON RAY L. JAVIER**  
Undersecretary for Legal and Legislative Affairs

**MALCOLM S. GARMA**  
Undersecretary for Operations

**ATTY. HANA KAMILLE A. ESCUETA**  
Director IV for the Legislative Liaison Office





## INSTRUCTIONS ON ACCOMPLISHING THE LGU STUDENT ASSISTANCE INVENTORY TEMPLATE

### I. Purpose of the Template

This template is intended to gather a **nationwide inventory of Local Government Unit (LGU) Student Assistance Programs**, in compliance with the instructions of the **House Committees on Basic Education and Culture (CBEC)** and **Higher and Technical Education (CHTE)**, in relation to the proposed **National Student Assistance Act**.

“Student Assistance” refers to **any form of support provided by LGUs to learners**, including but not limited to **cash allowance, meals, transportation, bags, shoes, school supplies, and other in-kind or financial assistance**.

### II. General Instructions

1. **One row = one LGU program.**  
If an LGU has multiple assistance programs, encode each program in a separate row.
2. Include **both cash and in-kind assistance** (e.g., bags, meals, transportation).
3. Use the **most recent available data** (current or latest school year).
4. Provide **accurate and verifiable information**. Cite the ordinance, EO, or official reference whenever available.
5. The Regional Office (RO) shall **consolidate SDO submissions** and submit one regional file to the Central Office.

### III. Instructions per Sheet and Field

#### SHEET 1: LGU STUDENT ASSISTANCE INVENTORY

##### Administrative Information

- **Region** (*Column A*): Indicate the DepEd Region (e.g., Region IV-A).
- **SDO** (*Column B*): Name of the Schools Division Office covering the LGU.
- **Province** (*Column C*): Name of the province (if applicable).
- **City/Municipality** (*Column D*): Name of the city or municipality providing the assistance.
- **LGU Level (Barangay/City/Municipal/Provincial)** (*Column E*): Indicate whether the program is funded by a barangay, city, municipality, or province.

##### Program Information

- **Program Name** (*Column F*): Official name of the LGU student assistance program.
- **Type of Student Assistance** (*Column G*)  
Select or indicate the applicable type(s):
  - ✓ Allowance / Stipend / Cash Assistance
  - ✓ Meals / Feeding Program

- ✓ Transportation Assistance
- ✓ Bags
- ✓ Shoes
- ✓ School Supplies
- ✓ Others (specify)
- **Description of Assistance** (*Column H*): Brief description of what is provided (e.g., monthly cash allowance, daily meals, annual distribution of bags and supplies).

### Beneficiary Information

- **Target Learners** (*Column I*): Indicate applicable level(s): Elementary / JHS / SHS / TechVoc or TVET / College.
- **Coverage (Public/Private/Both)** (*Column J*): Indicate whether beneficiaries are from public schools, private schools, or both.
- **Beneficiary Criteria** (*Column K*): State eligibility requirements (e.g., all learners, indigent, honor students, SPED, 4Ps beneficiaries).

### Financial and Implementation Details

- **Amount per Learner (PHP) / Estimated Value (if in-kind)** (*Column L*):
  - ✓ For cash assistance: indicate peso amount per learner.
  - ✓ For in-kind assistance: provide estimated monetary value, if available.
- **Frequency** (*Column M*): Indicate how often the assistance is provided (Daily / Monthly / Quarterly / Annual / One-time)
- **School Year Coverage** (*Column N*): Indicate applicable school year(s) (e.g., SY 2025–2026).
- **Mode of Delivery** (*Column O*): Indicate how assistance is delivered (e.g., cash, ATM, e-wallet, distributed through school or LGU).
- **Funding Source** (*Column P*): Indicate source of funds: General Fund / SEF / Both / Trust Fund / Donation / Other (specify).
- **Implementing LGU Office** (*Column Q*): Name of LGU office managing the program (e.g., CSWDO, Scholarship Office).

### Program Scope and Status

- **Number of Beneficiaries** (*Column R*): Approximate number of learners covered by the program.
- **Total Annual Program Cost (if known)** (*Column S*): Indicate total yearly cost of the program, if available.
- **Program Status** (*Column T*): Indicate whether the program is **Ongoing**, **Paused**, or **Ended**.
- **Reference** (*Column U*): Cite supporting document or source (e.g., Ordinance No., Executive Order, Resolution, official link, or program guidelines).
- **Remarks** (*Column V*): Additional notes or clarifications, if any.



## **SHEET 2: SDO CERTIFICATION**

- **Region / SDO** (*Columns A to B*): Identify the submitting Region and Schools Division Office.
- **Prepared by (Name / Position)** (*Columns C to D*): Name and position of the person who prepared the report.
- **Contact Number / Email Address** (*Columns E to F*): Official contact details.
- **Date Submitted** (*Column G*): Date of submission to the Regional Office.
- **Certified by (SDS/ASDS)** (*Column H*): Name of certifying official.
- **Notes** (*Column I*): Additional remarks, if necessary.

### **IV. Submission Reminder**

- SDOs shall submit accomplished templates to their Regional Offices within the prescribed timeline. The ROs may use the LGU-Student Assistance Inventory Template to collect information from SDOs.
- Regional Offices shall submit one consolidated regional file using the LGU-Student Assistance Inventory Template to the Central Office on or before the deadline indicated in the memorandum. The submission must be uploaded on the One Drive folder, assigned per Region: <https://tinyurl.com/DataOnLGUStudentAssistance>.

### **Sample Accomplished Entry (For Illustration Only)**

**Region:** National Capital Region (NCR)

**Schools Division Office (SDO):** Pasay City

**Province:** Not applicable

**City/Municipality:** Pasay City

**LGU Level:** City

**Program Name:** Pasay City Student Allowance Program

**Type of Student Assistance:** Allowance / Stipend / Cash Assistance

**Description of Assistance:**

Monthly cash allowance provided by the Pasay City Government to eligible learners enrolled in public basic education schools. Regular learners receive a lower amount, while learners with special needs and those belonging to marginalized groups receive a higher amount.

**Target Learners:** Elementary, Junior High School, Senior High School

**Coverage:** Public

**Beneficiary Criteria:**

- Regular public school learners
- Learners with Special Education (SNED) needs
- Learners from marginalized or vulnerable groups

**Amount per Learner (PHP) / Estimated Value:**

- ₱1,000 per month for regular learners
- ₱1,500 per month for SNED learners and learners from marginalized groups

**Frequency:** Monthly

**School Year Coverage:** SY 2025–2026

**Mode of Delivery:** Cash transfer through ATM or authorized payout mechanism of the LGU

**Funding Source:** SEF of Pasay City

**Implementing LGU Office:** Pasay City Social Welfare and Development Office (CSWDO) / Scholarship Office

**Estimated Number of Beneficiaries:** Approximately 12,000 learners

**Total Annual Program Cost:** Not specified / To be provided by LGU

**Program Status:** Ongoing

**Reference:** Pasay City Ordinance on Student Allowance Program (title/number to be specified)

**Remarks:** Allowance amount varies depending on learner category to address additional needs of SNED learners and marginalized groups.