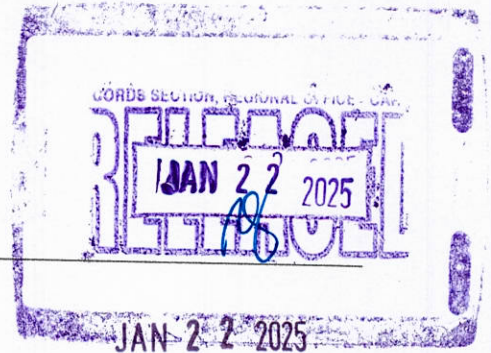




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0054**, s. 2025

To: Schools Division Superintendents
SGOD Chiefs
All Others Concerned

SUBMISSION OF CLIENT DATA USING THE 4Ps CAISA-IS TEMPLATE

1. The Department of Education (DepEd) is a major stakeholder in the Pantawid Pamilyang Pilipino Program (4Ps), which is spearheaded by the Department of Social Welfare and Development (DSWD). DepEd plays a critical role in monitoring and evaluating the program's implementation, particularly in ensuring that the learner-beneficiaries comply with the education-related requirements set under the program.
2. As part of its innovation efforts for 4Ps in Caraga, the DSWD has developed the Collection of Aailed Interventions and Services from Partner-Agencies Information System (CAISA-IS). This centralized platform enables 4Ps staff and partner agencies, including the National Government Agencies (NGAs), Civil Society Organizations (CSOs), and the Local Government Units (LGUs,) to collaborate monitor services aailed by 4Ps beneficiaries.
3. In this regard, the DSWD requests field offices to complete the CAISA-IS using the attached template, covering the last quarter of 2024 through January 2025. The deadline for submission to the regional office is **February 10, 2025**. Accomplished reports should be emailed to megnon.beldad@deped.gov.ph.
4. Furthermore, Schools Division Offices (SDOs) are directed to designate permanent and alternate focal persons for 4Ps related concerns. These responsibilities include tracking reports and participating in other related activities. For the listing of focal persons, the SDOs are requested to submit the following details to the same email address mentioned above: full name, designation/position, contact number, and email address.
5. For dissemination and compliance.

MARIA INES C. ASUNCION
Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index

under the following subjects:



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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DATA LEARNERS PARTNERSHIPS

ESSD/mpb
01/17/2025



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GUIDE IN ACCOMPLISHING THE CAISA-IS DATA FEED TEMPLATE

COLUMN NAME	DESCRIPTION	SIGNIFICANCE
AGENCY ID	This column pertains to the unique identification number of each served client based on your office's tracking. This is OPTIONAL .	Ensures accurate tracking of clients within the system. This field is OPTIONAL but helpful for reference.
FIRST NAME	This is the given name of the served client.	Used to identify individuals and personalize services provided. This field is REQUIRED .
MIDDLE NAME	This is the middle name of the served client.	Provides additional identification, specifically for clients with common first and last names. This field is OPTIONAL but helpful for reference.
LAST NAME	This is the surname of the served client.	Key identifier for sorting and processing client information. This field is REQUIRED .
EXTENSION	This pertains to any name suffix such as <i>Jr., Sr., III, etc.</i> , if applicable.	Helps distinguish individuals with the same name in the database. This field is OPTIONAL but helpful for reference.
BIRTHDAY	The date of birth of the served client. This SHOULD be accomplished using this format: (MM/DD/YYYY) .	Important for age-related eligibility and demographic profiling. This field is REQUIRED .
SEX	The sex of the served client (<i>e.g., MALE or FEMALE</i>). This SHOULD be accomplished using this codes: M for Male; F for Female .	Ensures data are sex disaggregated for better appreciation of data users. This field is REQUIRED .
DATE SERVED	The date on which the client availed or received the service. This SHOULD be accomplished using this format: (MM/DD/YYYY) .	Tracks the timeline of service delivery for accountability and monitoring. This field is REQUIRED .
AMOUNT	The monetary amount provided or utilized in the service, if applicable.	Facilitates financial tracking and appreciation of the monetary value of service given to the client. This field is OPTIONAL but helpful for reference.
SERVICE NAME	The specific service availed of or rendered to the client.	Identifies the type of assistance provided for reporting and evaluation. This field is REQUIRED .
CATEGORY 1	The primary classification or type of the service (<i>e.g., Health, Education, Livelihood Assistance, etc.</i>).	Allows categorization of services for better analysis and reporting. This field is OPTIONAL but helpful for reference.
CATEGORY 2	A secondary classification or sub-type of the service, if applicable.	Provides more detailed classification for precise service tracking. This field is OPTIONAL but helpful for reference.
PROVINCE	The province where the client resides.	Helps map out service coverage geographically. This field is REQUIRED .
MUNICIPALITY/CITY	The municipality or city of the client's residence.	Enables localized analysis of service delivery. This field is REQUIRED .
BRGY	The barangay (smallest administrative division) where the client resides.	Facilitates pinpointing the client's exact location within the municipality. This field is OPTIONAL but helpful for reference.
PUROK	The zone or subdivision of the barangay, if applicable.	Enhances precision in identifying the client's area of residence. This field is OPTIONAL but helpful for reference.
REMARKS	Additional notes or observations about the client or service provided.	Captures relevant information not covered by other columns, such as special considerations or follow-up needs. This field is OPTIONAL but helpful for reference.

[illegible]



09 January 2025

MARIA INES C. ASUNCION, CESO IV
OIC-Regional Director
Department of Education
J. Rosales Avenue, Butuan City

ATTENTION: **MEGNON P. BELDAD**
Regional DRRM Coordinator

Dear **Director Asuncion**:

Greetings of peace and solidarity!

The Pantawid Pamilyang Pilipino Program (4Ps) has been instrumental in improving the socio-economic conditions of vulnerable families across the Philippines, including the Caraga Region. As a flagship poverty alleviation program institutionalized by Republic Act No. 11310 (4Ps Act), the program provides critical support in health, nutrition, and education to its beneficiaries. Ensuring effective management, monitoring, and dissemination of crucial information is essential to sustaining the program's positive impact.

To address these operational challenges, the Regional Advisory Council (RAC) of 4Ps in the Caraga Region has developed an innovative system—the **Collection of Aailed Interventions and Services from partner-Agencies Information System (CAISA-IS)**. This system serves as a centralized platform for 4Ps staff and partner agencies, including National Government Agencies (NGAs), Civil Society Organizations (CSOs), and Local Government Units (LGUs), to simultaneously monitor services aailed by 4Ps beneficiaries. By automating data consolidation and cross-matching, CAISA-IS significantly reduces time and effort compared to traditional methods. It generates key statistics on commonly accessed programs and services while identifying gaps in household needs. This enables stakeholders to mobilize targeted interventions from other partners, contributing to improved well-being for 4Ps households.

We are pleased to inform you that the system is now in the **User Testing Phase**. This involves rigorous evaluations to ensure the platform is user-friendly and free of errors. Following this phase, we will proceed with the full deployment of CAISA-IS, beginning with member-agencies of the RAC.

To facilitate this process, we kindly request your submission of client data using the attached prescribed template, particularly covering services delivered from the last quarter of 2024 through January 2025. This data will enable the system to perform name-matching and generate comprehensive reports. We have also attached the guide for the accomplishment of the template for reference.



With this, we kindly request your good office to submit the completed template **on or before February 13, 2025**, to allow sufficient time for data processing and report generation. The system-generated report will be presented during the 1st Quarter RAC-RTWG Meeting, tentatively scheduled for February 2025.

We appreciate your continued support and collaboration in ensuring the success of this initiative and look forward to your timely submission.

Sincerely yours,

For the Regional Director:

TRISTAN C. TELÉN PhD, MA, REB
Director / ARDA

Digitally signed
by Telen
Tristan Cubero
Date:
2025.01.14
13:37:46 +0800

MARI-FLOR A. DOLLAGA-LIBANG
Regional Director

