

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. **797** s. 2025

**INFORMATION ON THE IMPLEMENTATION OF BASIC EDUCATION
ASSISTANCE PROGRAM (BEAP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public, Private and Laboratory Schools Heads
All Others Concerned

1. Pursuant to the communication received from the Office of the Provincial Governor dated October 15, 2025, this Office informs all concerned of the implementation of the Basic Education Assistance Program (BEAP) established under Provincial Ordinance No. 0238.
2. The program aims to provide **financial assistance** to eligible students from **Kindergarten to Grade 12** in both public and private schools within the Province of Ilocos Sur. Support will continue until the learner completes the current key stage of education.
3. To promote inclusivity and assist indigent families, each school within the Division is requested to identify and endorse a total of fifteen (15) qualified learners for possible inclusion in the program.
4. The qualifications of applicants include, but are not limited to, the following:
 - a. The learner is **enrolled in basic education** in any accredited public or private school within the province;
 - b. The learner is a **bona fide resident** of Ilocos Sur;
 - c. The learner's parent/legal guardian is a **resident of Ilocos Sur** with an **annual income not exceeding P200,000.00**;
 - d. The learner has a **General Weighted Average (GWA)** of at least **83%** with **no failed/dropped subject** and no grade lower than **78%**; and
 - e. The learner must submit the required documents as listed in the attached communication.
5. Documentary requirements and the schedule of submission are from **October 13–24, 2025**. **House-to-house validation** is set from **October 27 to November 29, 2025**.
6. School heads are directed to disseminate this information to all teachers, advisers, and potential applicants and to facilitate the proper endorsement of qualified learners in coordination with the Provincial Education and Scholarship Affairs Office (PESAO).





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SCHOOLS DIVISION OF VIGAN CITY

7. For further inquiries, schools may contact **PESAO** at **0966-388-5873**
8. For information and widest dissemination

VILMA D. EDA, CESO V
Schools Division Superintendent

Reference:

Enclosure: Office of the Provincial Governor Memorandum No. 436, s. 2025

SGOD/gpc/BEAP



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com
Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





OFFICE OF THE GOVERNOR

MEMORANDUM NO. 436
Series of 2025

2870-1610 E 700

DATE : 15 OCTOBER 2025

TO : DR. JOEL B. LOPEZ, CESO IV
VILMA D. EDA, CESO V
GEMMA Q. TACUYCUIY, CESO V

FROM : THE PROVINCIAL GOVERNOR

SUBJECT : BASIC EDUCATION ASSISTANCE PROGRAM

We are pleased to inform your good office about the implementation of the Provincial Ordinance No. 0238 which established the Basic Education Assistance Program, an initiative designed to provide financial assistance to eligible students from Kindergarten to Grade 12, with support extended until they complete the key stage where they are currently enrolled.

As part of our continuing efforts to promote inclusive education and alleviate financial burdens faced by indigent families, we respectfully seek your assistance in informing all school heads, coordinators, or district supervisors within your division about the program. All schools per city/municipality shall resort to a total of fifteen (15) endorsed qualified students to apply for the said assistance and subject to house-to-house validation. The qualifications are as follows:

- a. That the student is enrolled in basic education at any accredited public and private schools within the province;
- b. That the student is a bonafide resident of the Province;
- c. That the student must be a dependent of a parent or legal guardian who is a legal resident of Ilocos Sur and whose income does not exceed Php 200,000.00 per annum or Php 16,666.67 per month;
- d. That the student must have a GWA (General Weighted Average) of 83% and above in the last school/academic year, and;
- e. That the student must not have any grade lower than 78% in any subject and no failed/dropped subject.

We emphasize that the selection must focus on students who are considered the poorest of the poor and are truly deserving. The following are the documentary requirements to be submitted from October 13-24, 2025, only:

- a. Accomplished Application Form;
- b. One (1) 1.5" x 1.5" picture taken within the last three (3) months with white or red background;
- c. Certification from the Barangay Chairman that the applicant is a bona fide resident of the barangay for at least one (1) year;



Provincial Farmers Livelihood
Development Center, Vigan City
2700 Ilocos Sur



singsonjeremias@yahoo.com

Loraine Andrea P. Ordoño
Appointment Secretary
+63966 482 5633



www.facebook.com/singsonjerry

- d. Copy of grades from the last school year attended with a General Weighted Average of at least 83% and must not have failed/dropped subject nor lower than 78% grade/s in any subject. For Kindergarten, a certification that the student is eligible to enroll must be submitted.
- e. Enrollment Form or Certification that the applicant is presently attending the public or private schools in the current school year, and;
- f. Photocopy of any of the following:
 - 1. If parent/s are filing income tax/working in the government, submit the Latest Income Tax Return of Parents or Certification of Exemption from the Bureau of Internal Revenue (BIR) stating the annual gross income.
 - 2. If parents are not filing income tax, the applicant shall acquire a Certificate of Indigency from his/her barangay of residency.
 - 3. If the Parent/Legal Guardian is a retired employee, submit a retirement form and/or pension voucher.

Submissions will undergo initial screening based on documentary requirements, and those who meet the criteria will be subject to house-to-house validation by our assigned personnel. The house-to-house validation is scheduled to begin on 27 October 2025 until 29 November 2025.

Additionally, endorsed applicants will be subject to further verification by the Municipal Social Welfare and Development Office (MSWDO). This will be conducted through the coordination and initiative of the Provincial Education and Scholarship Affairs Office (PESAO) to ensure transparency and fairness in the selection process.

We trust that your office will support this initiative by helping disseminate the information and facilitating the proper endorsement of qualified applicants. Your role in ensuring that this program reaches those who need it the most is truly invaluable.

Should you require further information or clarification, please feel free to contact the Provincial Education and Scholarship Affairs Office at 0966-388-5873.

We look forward to your favorable response and continued partnership in our shared commitment to quality and accessible education for all.

Dios unay ti agngina!

Vigan City, Ilocos Sur.

JEREMIAS "Jep" C. SINGSON
Governor

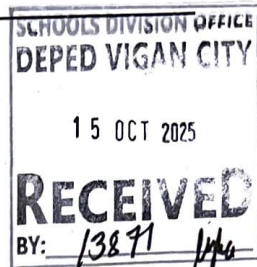


OFFICE OF THE GOVERNOR

MEMORANDUM NO. 436
Series of 2025

2510-1607

DATE : 15 OCTOBER 2025
TO : DR. JOEL B. LOPEZ, CESO IV
VILMA D. EDA, CESO V
GEMMA Q. TACUYCUIY, CESO V
FROM : THE PROVINCIAL GOVERNOR
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Provincial Farmers' Livelihood
Development Center, Vigan City
2700 Ilocos Sur

lucianojaliglas@yahoo.com

Lorian A. Andres, Provincial
Administrative Secretary
6396644-1634

www.facebook.com/singapcity

- d. Copy of grades from the last school year attended with a General Weighted Average of at least 83% and must not have failed/dropped subject nor lower than 78% grade/s in any subject. For Kindergarten, a certification that the student is eligible to enroll must be submitted.
- e. Enrollment Form or Certification that the applicant is presently attending the public or private schools in the current school year, and;
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