



2610-3421

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

DIVISION MEMORANDUMNo. 942, s.2026

29 OCT 2026

**CALL FOR APPLICATION TO THE PROVINCIAL BASIC EDUCATION
ASSISTANCE PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public Elementary, Integrated and Secondary Schools
All Others Concerned

1. In reference to **Memorandum No. 477, s. 2026 from the Office of the Provincial Governor**, titled, "*Implementation of Basic Education Assistance Program*", the Provincial Government of Ilocos Sur (PGIS) announces the call for application to 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.

2. Each municipality or school district shall resort to a total of eight (8) endorsed qualified students who are considered the poorest of the poor and are truly deserving. 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 bona fide 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 of 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;
- e. That the student must not have any grade lower than 78% in any subject and no failed/dropped subject; and,
- f. That the family is not a beneficiary under the Pantawid Pamilya Pilipino Program (4Ps)

3. The following are the documentary requirements to be submitted at the **Office of the Provincial Governor from October 28-November 6, 2026 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;
- 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;



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

- f. Photocopy of any of the following:
- If parents are filing income tax/working in the government, submit the Latest Income Tax Return of Parents of Certification of Exemption from the Bureau of Internal Revenue (BIR) stating the annual gross income.
 - If parents are not filing income tax, the applicant shall acquire a Certificate of Indigency from his/her barangay of residency.
 - If the Parent/Legal Guardian is a retired employee, submit a retirement form and/or pension voucher.
- g. Certification from the Municipal Social Welfare and Development Office that the family is not a beneficiary of the Pantawid Pamilya Pilipino Program (4Ps).
4. Submissions will undergo initial screening based on documentary requirements, and those who meet the criteria will be subject to house-to-house validation which is scheduled to begin on November 9-20, 2026.
5. In addition, 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.
6. For additional information or clarification, please call PGIS at **0955-346-1850**.
7. For immediate and widest dissemination.

SGOD/RQRJR/aff




VILMA D. EDA, CESO V
Schools Division Superintendent



OFFICE OF THE GOVERNOR

MEMORANDUM NO. 477
Series of 2026

7610-3421 E 1909

DATE : 27 October 2026

TO : DR. JOYE D. MAGLIPAY, CESO VI
GEMMA Q. TACUYCUY, CESO V
VILMA D. EDA, CESO V
REV. FR. EDSEL R. DEMILLO, SVD. Ph.D.

- DepEd Ilocos Sur Division
- DepEd Candon City Division
- DepEd Vigan City Division
- Divine Word College of Vigan

FROM : THE PROVINCIAL GOVERNOR

SUBJECT : IMPLEMENTATION OF 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. Per municipality or school district shall resort to a total of eight (8) 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 bona fide 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;
- e. That the student must not have any grade lower than 78% in any subject and no failed/dropped subject; and,
- f. That the family is not a beneficiary under the Pantawid Pamilya Pilipino Program (4Ps)

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 28 October – 6 November 2026, 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.
- g. Certification from the Municipal Social Welfare and Development Office that the family is not a beneficiary of the Pantawid Pamilya Pilipino Program (4Ps).

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 09-20 November 2026.

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.

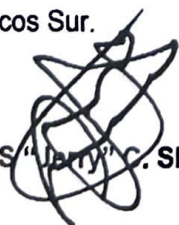
Should you require further information or clarification, please feel free to contact us at 0955-346-1850.

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.

Dr. JEREMIAS "Jerry" C. SINGSON, h.c.
Governor

A handwritten signature in black ink, appearing to be 'Jerry C. Singson', with a small flourish at the end.

BASIC EDUCATION ASSISTANCE PROGRAM

Registration Form

City/Municipality: _____

No.	Name of Student	Name of Mother/Father	Contact No.	Address(Sitio, Barangay, Municipality/City)	School	Grade
1						
2						
3						
4						
5						
6						
7						
8						



Republic of the Philippines
PROVINCE OF ILOCOS SUR
Heritage City of Vigan

Recent 1.5 x 1.5 ID
Picture Taken within
the last 3 months

(White/Red
Background)

BASIC EDUCATION ASSISTANCE PROGRAM

APPLICATION FORM 1

Control No. _____
Date of Filing _____

Instructions:

1. All entries should be in UPPERCASE format
 2. Place (X) in the appropriate space provided
 3. Put N/A if not applicable
-
1. Application forms must be accomplished properly and accurately and all photocopied documentary requirements must be attached and should be a true copy to the original.
 2. If the application is incompletely accomplished and with lacking documentary requirements, the application form shall not be accepted, or if inadvertently accepted, it shall not be processed.
 3. Submit Application Form at the Provincial Education and Scholarship Affairs Office.
 4. Submit your application with complete documentary requirements on or before the deadline.

Requirements:

_____ Certification from the Barangay Chairman that the applicant is a bona fide resident of the barangay for at least one (1) year and has no derogatory record/s.	_____ Photocopy of Latest Income Tax Return of Parents or Certification of Exemption from the Bureau of Internal Revenue (BIR) stating the annual gross income. If Parent/Legal Guardian is a retired employee, submit retirement form and/or pension voucher. If parents are not filing income tax, acquire a Certificate of Indigency from your barangay of residency.
_____ Copy of latest grades with General Average of 2.25 or 83%.	
_____ Copy of Enrollment	_____ Copy of Certificate of Good Moral Character
_____ Two (2) Copies of 1.5" x 1.5" picture taken within the last three (3) months with WHITE/RED background. Print your name at the back of each photo and affix your signature above your name.	_____ Certification as a non-member of 4Ps from the Municipal Social Welfare and Development Office

A. PERSONAL BACKGROUND

Surname:	First Name:	Middle Name:	Ext.(e.g. Jr., III)			
Permanent Address:						
Present Address:						
Birthdate: (mm/dd/yyyy)	Age:	Sex:	Civil Status:	Religion:	Contact No.(Student/Parent)	Active Email Address (Student/Parent)

B. EDUCATIONAL BACKGROUND

Name of School	School Address	Grade Level	Honors/Awards Received (If any)
Secondary			
Elementary			

C. FAMILY BACKGROUND

	Father ☐ Living ☐ Deceased	Mother ☐ Living ☐ Deceased	Guardian
Name			
Occupation			
Place of Work			
Highest Educational Attainment			
Contact No.			
Ave. Monthly Income			

siblings in the family: (). Please fill out information below about your siblings.

Name of Brother/s	Age	Highest Educational Attainment	Name of Sister/s	Age	Highest Educational Attainment

Do you have any brother/sister who is also a recipient of the Ilocos Sur Educational Assistance and Scholarship Program?

☐ YES ☐ NO. If YES, state the Name, Year & Course and School Where he/she is currently enrolled as scholar.

STATEMENT OF APPLICANT

I hereby certify to the veracity of all information I have provided. I understand that any false disclosure, misinterpretation, concealment of material facts and / or withholding any relevant information will be tantamount to disqualification from the Scholarship Program of the Provincial Government of Ilocos Sur.

Moreover, I understand that the Scholarship Committee may send a fact-finding team to visit my home / residence to verify the truthfulness of the information provided in this application and I will give my utmost cooperation in this regard. I understand that my refusal to comply with any of these herein stated terms and conditions may mean disqualification or withdrawal of Scholarship Grants & Privileges.

Date: _____

Applicant's Signature over Printed Name

STATEMENT OF APPLICANT'S PARENTS / GUARDIAN

I hereby verify to the truthfulness and completeness of the information which my son / daughter / dependent has furnished in this application together with all the documents attached. I further recognized that in signing this application form, I share my son / daughter / dependent the responsibility for the truthfulness and completeness of the information provided herein.

Moreover, I understand that the Scholarship Committee may send a fact-finding team to visit my home / residence to verify the truth of the information provided in this application and I will give my utmost cooperation in this regard. I understand that my refusal to comply with any of these herein stated conditions may mean disqualification or withdrawal of Scholarship Grants & Privileges due to my son / daughter / dependent.

Date: _____

Parent/Guardian's Signature over Printed Name

Received by:

Reviewed by:

Recommended by:

Staff In-charge/Secretariat
Education and Scholarship Affairs

Head
Education and Scholarship Affairs

SP Chairman
Committee on Education

Date: _____

Date: _____

Date: _____

Approved by:

Governor

Date: _____