



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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MEMORANDUM

TO : **Dr. Eliza L. Baguio**
Public Schools District Supervisor, Bacong District

Dr. Beda Jovenciana A. Davad
Public Schools District Supervisor, Dauin District

Dr. Jeanny M. Abejero
Public Schools District Supervisor, Zamboanguita District

FROM : **WILFREDA D. BONGALOS Ph.D., CESO V**
Schools Division Superintendent. *WB*

SUBJECT : **UNANG HAKBANG SA KINABUKASAN 2019**
3/13/19

DATE : March 13, 2019

1. The GMA Kapuso Foundation, Inc. will be giving backpacks with school supplies to our incoming Kindergarten and Grade 1 pupils through the "Unang Hakbang sa Kinabukasan (UHSK) 2019" project.
2. Anent this, it is requested that schools in the identified district will inform students, parents, and the community regarding the project.
3. Further, it is directed that schools will conduct the early Palistahan from March 22 to April 12, 2019. Please see the attached Palistahan Form which schools must accomplish and the UHSK stub which will be given to the parents once their child is enlisted. Please ensure that school heads will affix their signature at the back of the stub.
4. Photocopy of the Palistahan Form must be collected by district and submitted to the Division Office (Attn: Karla P. Antonio) on or before April 22, 2019.
5. For details, please refer to the attached advisory.
6. For information, dissemination, and compliance.

16 MAR 2019

SGOD/RBP/kpantonio

Tel. Nos. (035) 225-2838 / 225-0667 / 422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035) 225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7612 (Educ. Facilities Section); (035) 225-1840 & (035) 226-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



KAPUSO FOUNDATION, INC.

**UNANG
HAKBANG SA KINABUKASAN 2019**

**Guidelines for School Principals & Teachers for the
UHSK Palistahan (March 22-April 12, 2019)**

PALISTAHAN ADVISORY

The GMA Kapuso Foundation recognizes that for poor parents, provision of school supplies for their children is an additional burden. Thus, the GMAKF came up with the Unang Hakbang Sa Kinabukasan (UHSK) project, where backpacks complete with school supplies are given to Grade 1 pupils.

To avail of these UHSK bags, an early PALISTAHAN is conducted for parents to enlist their children who are eligible for incoming kinder and Grade 1 by May 2019.

Through the PALISTAHAN, the parents are encouraged to take time to enlist their children and free themselves from worry come school opening.

The UHSK Palistahan is an important activity that will determine the number of pupils that will be given backpacks with supplies. The GMAKF needs time to pack and prepare these items. Thus, only the number of pupils enlisted in the Palistahan will be given UHSK bags. It will strictly follow the '**no stub, no bag**' policy during the actual date of distribution by the GMAKF Team.

The School Principal/Teachers are requested to announce the PALISTAHAN and advise its importance to the parents. Parents who have not enlisted must not expect to receive UHSK backpacks during the distribution.

Who are NOT qualified

All teacher and principals and it's departments and their relatives up to the second degree of affinity or consanguinity are disqualified from joining the project. If found cheated, the school or region will be automatically ban in all GMAKF projects

For parents who had their children enlisted, teachers must advise them that their children will receive their UHSK backpacks in time for school opening. They no longer need to buy a school bag & supplies as these will definitely be provided for by the GMAKF UHSK Project.

PALISTAHAN PROCESS

Prior to Palistahan:

1. Inform the Parents-Teachers Association, Day Care & Preparatory Schools, and the Barangays covering the School District/Division that there is a *Palistahan* for incoming kinder and Grade 1 pupils who are indigent and cannot afford to buy school materials.
2. Announce the *Palistahan* schedule (depends on the date of palistahan) where the parents can come to the schools and enlist their children who are eligible for kinder and Grade 1.
3. Prepare copies of the UHSK Registration Forms and UHSK Stubs for the *Palistahan* Day.

During Palistahan:

1. Teachers should guide/assist parents in the *Palistahan* process.
2. The parents should bring Xerox copy of birth certificate of their children.
3. The parent signs up in the UHSK Registration Form and fills up all the required data.
4. The teacher then provides the parent with a UHSK Stub, with a control number corresponding to the parent's number in the UHSK Registration Form. The back of the UHSK stubs should have a signature of the Principal.
5. The parent is instructed to keep the UHSK stub to be able to claim the UHSK bag of his/her child during distribution of GMAKF. It will be reiterated that the '**no stub, no UHSK bag**' rule will apply.
6. The teachers should ensure that the number of released UHSK stubs correspond to the number of parents who signed up in the Registration Forms.

7. The teachers should ensure that all registration forms are duly filled up and signed by the parents and the Principal or Teachers In-Charge.

After Palistahan:

1. Review the registration forms and ensure that all have been duly filled up. Tally the number of released UHSK stubs with the number of registrants.
 2. Reproduce copies of the Registration Forms and submit it to GMAKF during distribution schedule.
 3. File the original Registration Forms at the Principal's Office and retrieve during GMAKF's Distribution of UHSK bags as this will serve as masterlist.
 4. The GMAKF will only prepare the actual number of bags based on the data submitted. Teachers should be reminded that only those in the masterlist will receive UHSK bags.
 5. Advance information should be registered to the GMAKF on any concern about the *Palistahan*, for ex. delay on submission of registration forms, inconsistent tally of stubs & registration forms, etc., so that this can be immediately addressed.
 6. The GMAKF will coordinate with the School Heads on the actual date of distribution of the UHSK backpacks.
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**UNANG HAKBANG SA KINABUKASAN (UHSK) Project 2018
PALISTAHAN FORM**



Division: _____ District: _____
Name of School: _____

Pangalan ng Bata	Birthdate	Edad	Address/Contact No.	Tinapos ng Bata	Pangalan ng Magulang	Trabaho ng Magulang	Lagda ng Magulang
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(Name/Signature of Principal)

(Name/Signature of Teacher in Charge)

Date Accomplished