



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

June 25, 2025

REGIONAL MEMORANDUM

No. 555, s. 2025

To: Schools Division Superintendents
Division Partnership Focal Persons
All Others Concerned

**REQUEST FOR ASSISTANCE ON THE IMPLEMENTATION OF THE TULONG
ARAL NG PETRON PROGRAM**

1. In reference to the renewed partnership between the Department of Education (DepEd) and Petron Corporation (Petron) and Petron Foundation, Inc. (PFI) to continuously implement various education programs particularly on the implementation of the **Tulong Aral ng Petron (TAP)** scholarship program, an elementary and high school assistance program aimed at supporting underprivileged students in completing their basic education, the Schools Divisions concerned are hereby requested to identify and assign coordinators in each partner school in selected schools division offices to provide the following documentary requirements of the learner-beneficiaries:

- 1.1. Designate Focal Person per School Beneficiary
- 1.2. Submission of Certification of Qualified Student-beneficiaries
- 1.3. Attendance reports
- 1.4. Certification of Acknowledgement

2. Additionally, this Office respectfully requests that the Division Partnership Focal Persons concerned to facilitate the submission of signed Deed of Acceptance to the PFI and External Partnerships Service (EPS). The said document is necessary for filing of tax incentives under the Adopt-A-School Program. Attached is a copy of Memorandum CO-EPS No. 05-247, s. 2025 from USEC Malcolm S. Garma, Assistance Secretary, Officer-In-Charge, Office of the Undersecretary for Operations, for reference.

3. For inquiries, please coordinate with Ms. Zeny Lastimoza of DepEd CO via email zeny.lastimoza@deped.gov.ph or externalpartnerships@deped.gov.ph.

4. For compliance and immediate dissemination.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.: as stated



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2025-13-03064

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR CLEARANCE FOR THE ISSUANCE OF
MEMORANDUM RELATIVE TO THE IMPLEMENTATION
TULONG ARAL NG PETRON PROGRAM**

DATE : 15 May 2025

This is in reference to the request of the Bureau of Learner Support Services – School Health - Division (BLSS-SHD) to issue a memorandum **REQUEST FOR CLEARANCE FOR THE ISSUANCE OF MEMORANDUM RELATIVE TO THE IMPLEMENTATION TULONG ARAL NG PETRON PROGRAM**

This memorandum will endorse Petron's *Tulong Aral ng Petron Program* to the field, an elementary and high school assistance program aimed at supporting underprivileged students completing their basic education. This memorandum will also facilitate the signing and submission of the Deed of Acceptance to Petron and PFI to formalize the program.

After a thorough review of the request, this Office respectfully seeks the Office of the Secretary's clearance and approval for the issuance of the said memorandum.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may contact OUOPS through email at ouops@deped.gov.ph.

- Approved*
- Disapproved*
- Further Comments/Remarks*



Republic of the Philippines
Department of Education
 OFFICE OF THE SECRETARY
EXTERNAL PARTNERSHIPS SERVICE

CO-EPS No. OE-247 s. 2025

MEMORANDUM

TO : **ALL CONCERNED REGIONAL DIRECTORS**
Department of Education Regions I, III, IV-A, IV-B, VI, VII, VIII, IX, X, XI, XII, NCR, CARAGA

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR ASSISTANCE ON THE IMPLEMENTATION OF THE TULONG ARAL NG PETRON PROGRAM**

DATE : May 13, 2025

Approved by *OWB*
 THE UNDERSECRETARY
RELEASE
 DATE: *5/21/25* TIME: *3:31P*
 NAME: *OWB*
 MALCOLM S. GARMA
 Assistant Secretary, Officer-in-Charge
 Office of the Undersecretary for Operations

This has reference to the renewed partnership between the Department of Education (DepEd) and Petron Corporation (Petron) and Petron Foundation, Inc. (PFI) to continuously implement various education programs to uplift basic education in the country by strengthening inclusive education programs, improving the curriculum, building more resilient schools and classrooms, advocating for teachers' additional benefits, and providing learner's assistance programs among others.

Specifically, Petron and PFI will implement the **Tulong Aral ng Petron (TAP)** scholarship program, an elementary and high school assistance program aimed at supporting underprivileged students in completing their basic education.

In line with this, Petron and PFI request to identify and assign coordinators in each partner school in identified schools' division offices (attached list) who will be responsible for providing documents as requirements for the provision of assistance to learner-beneficiaries. The following documents are required, but not limited to:

1. Designate Focal Person per School Beneficiary
2. Submission/Certification of Qualified Student Beneficiaries
3. Attendance Reports
4. Certification of Acknowledgement





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Furthermore, we respectfully request the identified school division offices to facilitate the signing and submission of the Deeds of Acceptance to the PFI and EPS. This crucial step will provide essential documentation to support Petron's claims for tax incentives under the Adopt-a-School program, thereby fostering their continued support for educational initiatives.

For more information and coordination, your staff may reach out to Ms. Zeny Lastimoza via email at zeny.lastimoza@deped.gov.ph or Ms. Dian Rose Magbanua via email at dian.magbanua@deped.gov.ph or you can reach out on our official email address at externalpartnerships@deped.gov.ph

Thank you very much.

Attachment/s:

1. *Suggested templates for the letters and acknowledgement receipts*
 - Letter to Petron on Elementary & High School Uniform
 - Letter to Petron on Elementary and High School Financial Assistance
 - Acknowledgement Receipt Template
2. *List of beneficiary schools detailed in the MOA's annexes A&B*
3. *Selection criteria for TAP assistance program*





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**SELECTION CRITERIA FOR
TULONG ARAL NG PETRON (TAP) ASSISTANCE PROGRAM**

PETRON and PFI tie up with public elementary schools in the community to implement the selection scheme of the Tulong Aral ng Petron (TAP) project. The following are some of the key considerations in the selection of TAP beneficiaries from public elementary schools:

1. Income

By using the income bracketing used by the government, specifically the Department of Social Welfare and Development's Minimum Basic Needs (MBN) criteria, the Program ensures that its initial screening process will be able to identify the "poorest of the poor", or those who live below the poverty threshold in the selected community.

2. Performance-based selection process

The process of selecting beneficiaries is also tied up with performance, focusing on the cognitive, sociological and emotional aspects. These criteria will also help in establishing an objective method of selection which would stand scrutiny and answer questions that may be raised by parents of non-beneficiaries and other members of the community.

3. Family support

Another integral element in the selection of beneficiaries is the kind of parental support that is available to the children. A comprehensive family profile is established, with emphasis on the parents' attitude, educational background, and amount of participation in school and community activities. Some of the parent-supportive behaviors that were identified included helping the children in their assignments and school projects, and ensuring that the children do go to school, and monitoring the children's school performance.

Given the foregoing, the criteria for the selection of TAP beneficiaries are as follows:

For TAP Elementary Assistance Program

1. One or both parents must be a constituent (registered voter and with proof of residence) of Petron's host/partner barangay;
2. The beneficiary comes from the "poorest of the poor" based on the DSWD's MBN criteria;
3. Only one beneficiary per family shall be allowed, except in cases where the beneficiaries are twins.
4. The beneficiary must not be a recipient of any other scholarship grant.
5. The beneficiary must be enrolled for the current school year.

For TAP-High School Assistance Program

1. Beneficiary was a TAP-Elementary Assisted Beneficiaries;
2. Beneficiary must have a good grades and outstanding remarks; and
3. Beneficiary must be a resident of Petron's host/partner communities.





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ANNEX A
LIST OF TULONG ARAL NG PETRON
PARTNER SCHOOLS (ELEMENTARY LEVEL)

AREA	SCHOOLS
METRO MANILA	
Manila	1. Timoteo Paez Integrated School
Navotas	2. North Bay Boulevard Elementary School
Pasay	3. Kapitbahayan Elementary School
	4. Rogelio Gatchallan Elementary School
Batangas	5. Kalayaan Elementary School
	6. Mabini Central Elementary School
	7. Mainaga San Francisco Elementary School
Bataan	8. Talaga Elementary School
	9. Alangan Elementary School
	10. Lamao Elementary School
Palawan	11. Kinaragan Elementary School
	12. Don Ramon Roces Memorial Elementary School
Poros, La Union	13. San Agustin Elementary School
Rosario, Cavite	14. Agustin Abadilla Elementary School
	15. David P. Jimenez Elementary School
	16. Rosario Elementary School
San Fernando, Pampanga	17. Tejeros Convention Elementary School
	18. Dela Paz Norte Elementary School
VISAYAS	
Amlan	19. Elementary School in Amlan (as may be identified by the Parties)
Bacolod	20. Banago 1 Elementary School
	21. Banago 2 Elementary School
	22. Andres Bonifacio 2 Elementary School
Iloilo	23. Bo. Obrero Elementary School
Mactan	24. Ibo Elementary School
Mandaue	25. Cesar Cabahug Elementary School
Ormoc	26. Linao Central School
Roxas	27. Culasi Elementary School
Tacloban City	28. Dreamville Elementary School
Tagbilaran	29. Cogon Elementary School
	30. Mansasa Elementary School
Panglao	31. Bolod Elementary School
MINDANAO	
Davao	31. Doña Asuncion Elementary School
	32. Vicente Hizon Elementary School
	33. F. Bangoy Elementary School
General Santos	34. Bawing Elementary School
	35. Bawing Elementary School - Upper London Extension
	36. Changco Elementary School
Iligan	37. Tomas Cabili Central School
Jimenez	38. Palilan Elementary School
	39. Tabo-o Integrated School
Nasioit	40. Talisay Elementary School
Tagoloan	41. Casinglot Elementary School
Zamboanga	42. John Spirig Elementary School





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ANNEX B
LIST OF TULONG ARAL NG PETRON
PARTNER SCHOOLS (SECONDARY LEVEL)

AREA	SCHOOLS
LUZON	
Caloocan	1. Amparo High School 2. Bagong Silang High School 3. Tala Annex High School 4. Caloocan High School 5. Kasarinlan High School
Las Piñas	6. Las Piñas East National High School - Talon Village Annex
Malabon	7. Malabon National High School - Main 8. Malabon National High School - Annex
Mandaluyong	9. Mandaluyong Science High School 10. Mandaluyong High School 11. Highway Hills Integrated School
Manila	12. Manila High School 13. Timoteo Paez Integrated School 14. Manuel Roxas High School
Navotas	15. Tangos National High School 16. Navotas National High School 17. Navotas Science National High School 18. Kaunlaran High School
Parañaque	19. Parañaque National High School - La Huerta Annex 20. Tambo National High School 21. Parañaque National High School - Baclaran 22. Baclaran National High School
Pasay	23. Pasay City East National High School 24. Pasay City South High School 25. Pasay City Science High School 26. Kalayaan National High School
Pateros	27. Pateros National High School 28. Rene Cayetano Science High School
Quezon City	29. Batasan National High School 30. Culiat High School
Taguig	31. Western Bicutan National High School
Valenzuela	32. Malinta High School 33. Valenzuela National High School Bignay Annex
Rosario, Cavite	34. Rosario National High School 35. Bagbag National High School
Mabini, Batangas	36. Anselmo A. Sandoval Memorial National High School 37. Mainaga - San Francisco Integrated School
Palawan	38. Palawan National High School
San Fernando, Pampanga	39. Sindalan Integrated High School
Poroc, La Union	40. La Union National High School 41. Pagudpod Integrated School
	42. Don Mariano Marcos Memorial State University Laboratory High School
VISAYAS	
Bacolod City	43. Domingo Lacson National High School
Iloilo City	44. Bo. Obrero National High School 45. Iloilo City National High School 46. Jalandoni Memorial National High School



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Roxas City	47. Culasi National High School
Mandaue City, Cebu	48. Mandaue City Comprehensive National High School
Lapu-Lapu, Cebu	49. Don Gerardo LL. Ouano National High School
	50. Pusok National High School
	51. Pajo National High School
Tacloban City	52. Mactan National High School
	53. Tacloban City National High School
Tagbilaran City	54. Dr. Cecilio Putong National High School
	55. Cogon High School - Evening Class
MINDANAO	
Davao City	56. F. Bangoy National High School
	57. Davao City National High School
	58. León García National High School
	59. Emilio V. Ramos National High School
General Santos City	60. Bawing National High School
Tagoloan, Misamis Oriental	61. Casinglot National High School
	62. Tagoloan Senior High School
Iligan City	63. Tomas Cabili National High School
	64. Iligan City National High School
Jimenez, Misamis Occidental	65. Tabo-o Integrated School
	66. Jimenez Comprehensive National High School
Nasipit, Butuan	67. Calixto Montinola National High School
	68. Nasipit National Vocational School
Zamboanga City	69. Zamboanga National High School - West
	70. Southcorm National High School
	71. Telon-Talon National High School
	72. Baliwasan Senior High School - Stand Alone





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

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FINAL COORDINATION MEETING WITH DIVISION PARTNERSHIP FOCAL PERSONS RE: REGIONAL BRIGADA ESKWELA KICK-OFF

June 6, 2025, 9:00 AM onwards
 Jose Rizal Elementary School, SDO Pasay City

Name	Position	Office
1. Joan R. Pedroche	PDO IV	ESSD - RO
2. Perlito G. Manalad	PDO II	ESSD - RO
3. Kanna Katrina Magdangan	TA I	ESSD - RO
4. Regine Zapanta	Admin Support II	ESSD - RO
5. Paulus Andrew T. Manalo	SEPS	SDO Caloocan City
6. Raygeinald P. Villacorta	SEPS	SDO Las Piñas City
7. Reynante A. Portillano	EPS II	SDO Las Piñas City
8. Rowena A. Reyes	SEPS	SDO Makati City
9. John Cristopher Kevin D. Daquioag	EPS II	SDO Makati City
10. Rodrigo T. Lamamigo	EPS II	SDO Malabon City
11. Ma. Theresa G. Gamboa	SEPS	SDO Mandaluyong City
12. Shirley S. Sesbreño	EPS II	SDO Mandaluyong City
13. Maria Chona M. Sarmiento	SEPS	SDO Marikina City
14. Primo Quintana III	EPS II	SDO Marikina City
15. Aaron. A. Tolentino	SEPS	SDO Manila
16. Elizabeth G. Nuñez	EPS II	SDO Manila
17. Christian Paul Dela Vega	SEPS	SDO Muntinlupa City
18. Cecilia Teresa C. Claudel	EPS II	SDO Muntinlupa City
19. Remedios B. Del Rosario	EPS II	SDO Navotas City
20. Maximino E. Santos Jr.	SEPS	SDO Parañaque City
21. Edmond B. Obrar	EPS II	SDO Parañaque City
22. Sylwyn S. Tenorio	SEPS	SDO Pasay City
23. Leonard B. Laureta	EPS II	SDO Pasay City
24. Rose Ann B. Pamintuan	SEPS	SDO Pasig City
25. Gerly B. De Castro	EPS II	SDO Pasig City
26. Philip V. Austria	SEPS	SDO Quezon City
27. Rudolf James P. Dato	EPS II	SDO Quezon City
28. Gina M. Hibionada	EPS II	SDO Quezon City
29. Evelyn S. Plaza	EPS II	SDO San Juan City
30. Desiree M. Adrigado	SEPS	SDO Taguig Pateros
31. Aljon M. Galang	EPS II	SDO Taguig Pateros
32. Cleopatra B. Tubog	SEPS	SDO Valenzuela City
33. Jan Lemer M. Lindayag	EPS II	SDO Valenzuela City

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Certificate No. PWP 0285
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Asia Society for Social Improvement
and Sustainable Transformation



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19 June 2025

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations
Quezon City

Dear Asec Andaya:

Greetings from Asia Society for Social Improvement and Sustainable Transformation (ASSIST)!

We are pleased to inform you that **Project sustainABILITY**, in partnership with **JP Morgan Chase**, is gaining strong momentum in **Metro Manila**, with a target of reaching over **12,000 learners** to be trained on **Green Skills and Job Readiness**.

With the opening of the new school year, we believe this is an opportune time to **revive and scale up implementation**, particularly as a number of teachers were already trained last year under the **Green Skills Development Initiative**. Building on this foundation, we aim to expand our reach across **NCR** by training more teachers on **Green Awareness and Green Skills**, and by cascading selected **TESDA-accredited modules** that we have developed to **Senior High School students** as supplemental learning materials focused on green competencies.

We are also excited to share the rollout of a new initiative, **NextGen Workforce 2.0: Developing a Future-Proof Filipino Workforce**. This program was successfully implemented in **DepEd Region 4A and NCR**, where **234 teachers** were trained in NCR. Building on this success, we are now preparing to **expand the initiative further to more schools in NCR**. The project is designed to equip the next generation of Filipino workers with three critical competencies for sustainable and future-ready careers: **job readiness, digital literacy (including exposure to Artificial Intelligence)**, and **environmental consciousness**.

In this connection, we respectfully request a **Courtesy Visit on June 26, 2025 at your convenient time**, to discuss project updates and explore opportunities to strengthen our collaboration. This will be followed by a **planning session** with your team to align on next steps for both initiatives.

Should you have any questions or wish to confirm the visit, you may reach me at **0962 488 9697** or via email at daren@assistasia.org.

We look forward to your favorable response and continued collaboration in advancing our shared goals.

Together in the Service,


DAREN ANTONIO TORRES
Lead, Project Management Office