Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

Office of the Campus Executive Director

Lingayen Campus

**CAMPUS MEMORANDUM**

**No.: 43, s.2024**

Date: December 2, 2024

To: **COLLEGE DEANS**

**OIC-DEAN OF STUDENT SERVICES AND ALUMNI AFFAIRS**

**CHAIRPERSONS**

**CAMPUS CASHIER**

**OIC-CAMPUS REGISTRAR AND STAFF**

**FOCAL PERSON, NSTP**

**GIP INTERNS**

**CLASS MAYORS**

Subject: **DISTRIBUTION OF CASH PAYOUT UNDER DSWD'S ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATIONS (AICS) PROGRAM**

1. All enrolled students of this Campus will receive a cash payout from the Department of Social Welfare and Development's Assistance to Individuals in Crisis Situations (AICS) program on December 4, Wednesday.
2. There will be three venues for the said cash distribution with the following assigned colleges:

Venue Colleges Schedule In-Charge

Sison Auditorium CBPA AM Mr. Jonathan Pantaleon

1st Year- 8:00-9:00

2nd Year-9:00-10:00

3rd Year-10:00-11:00

4th Year-11:00-12:00

CIT PM

1st Year- 1:00-2:00

2nd Year-2:00-3:00

3rd Year-3:00-4:00

4th Year-4:00-5:00

PDTC 1 CTE AM Ms. Arlene Padilla

1st Year- 8:00-9:00

2nd Year-9:00-10:00

3rd Year-10:00-11:00

4th Year-11:00-12:00

CCS PM

1st Year- 1:00-2:00

2nd Year-2:00-3:00

3rd Year-3:00-4:00

4th Year-4:00-5:00

PDTC 2 CTHM AM Mr. Michael Arquillano

1st Year- 8:00-9:00

2nd Year-9:00-10:00

3rd Year-10:00-11:00

4th Year-11:00-12:00

CASL PM

1st Year- 1:00-2:00

2nd Year-2:00-3:00

3rd Year-3:00-4:00

4th Year-4:00-5:00

3. Moreover, students are reminded of the following:

a. All students are required to join and bring at least one (1) parent to the opening program in their assigned venues at 8:00 AM on the said date:

b. Students will then wait for their turn in their prescribed schedule after the opening program:

c. Students are required to bring the following for the cash payout:

4. Certificate of Registration

5. Government-issued ID (National ID or Voter's ID or Police Clearance)- Reminder: PSU ID is not honored by DSWD

d. For minor students, one (1) parent is needed for the payout-the parent of the minor students should also bring any government-issued ID.

6. The following are the steps for the payout:

Step 1: Verification and registration (c/o assigned faculty and staff)

Step 2: Interview and assessment (c/o GIPs)

Step 3: Payout (c/o DSWD)

7. For Step 2, DSWD will provide tomorrow copies of the General Intake Sheet and Certificate of Eligibility to be distributed to the class mayors by the Office of the Dean for Student Services and Alumni Affairs. These sheets should be accomplished by the students before December 4.

8. Moreover, College Deans are requested to assign at least two (2) faculty members (junior or new) from each program to assist in facilitating the payout process in the assigned venues.

9. Government Internship Programs (GIP) interns from Main and this Campus will also assist in Steps 1 and 2. Their assigned tasks will be provided by the OIC-Dean for SSAA.

10. Snacks and lunch will be served.

11. For the information and compliance of all concerned.

**RENATO E. SALCEDO, Ph.D., CESE**

Campus Executive Director