



ADVISORY NO. 023,2026

March 18, 2026

In compliance with DepEd Order No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001
but only for the information of DepEd Officials, personnel, staff, as well as the
concerned public. (visit www.deped.gov.ph)

**REQUEST FOR LIST OF POSSIBLE QUALIFIED INDIGENT
PARENTS FOR THE TUPAD PROGRAM**

The Local Government Unit of Baguio, through the City Mayor's Office-Public Employment Service Office (PESO), in partnership with the Department of Labor and Employment (DOLE) is requesting list of qualified parents of learners who belong to the indigent sector and who may be considered as beneficiaries of the TUPAD program.

The list of parents, their complete requirements per school, and the specific tasks to be undertaken (e.g., painting of the walls and roofs of Buildings A, B, and C; construction of a makeshift classroom; or repair of four Grade 5 restrooms) must be submitted by each school to the **City Mayor's Office – Public Employment Service Office (PESO)** on or before **March 26, 2026**.

Enclosed are the letter, TUPAD requirements, Program Work Flow and other details for your reference and information. For inquiries, clarifications or assistance, please contact **Ms. Johanna Franco**, TUPAD Focal through this number, **0909-571-5611**.



Republic of the Philippines
Office of the City Mayor
Public Employment Service Office
City Government of Baguio



09 March 2026

Dr. SORAYA FACULO

Schools Division Superintendent
Office of the Schools Division Superintendent
DEPED Division
82 Military Cut-Off Road
Baguio City

Dear Dr. Faculo,

The Local Government of Baguio, through the City Mayor's Office – Public Employment Service Office (PESO), in partnership with the Department of Labor and Employment (DOLE), will again be implement the Tulong Panghanapbuhay sa Ating Disadvantaged Workers (TUPAD), a program that aims to reduce the vulnerability of at-risk or disadvantaged workers by augmenting their income through the provision of short-term employment opportunities.

In line with this, we are targeting schools to be our partners in the implementation of this activity. One of the activities that are being considered is the Brigada Eskwela. Selected beneficiaries of the program may provide assistance to your different schools by rendering services. Beneficiaries will be required to work for a period of ten (10) to fifteen (15) days. The number of beneficiaries may vary depending on the nature and scope of the work to be undertaken (e.g., repair of classroom chairs and other minor school facility improvements). Pleased see attached Program Work Flow which will be accomplished by the requesting school. Also, please refer to the possible activities that are allowed to be undertaken.

Further, we are also requesting from your possible list of qualified parents of your students who belong to the indigent sector and who may be considered as beneficiaries of the TUPAD program.

The following are the qualifications and restrictions for potential beneficiaries:

- Must currently have no regular work and must be available from 8:00 AM to 5:00 PM for a period of ten (10) to fifteen (15) days
- Must not be a government employee, regardless of employment status, including those receiving honorarium
- Must be eighteen (18) years old and above
- Senior citizens and persons with disabilities (PWDs) must present a medical certificate issued by a Baguio City Health Center or an accredited hospital in Baguio City
- Must not have been registered or applied as a TUPAD beneficiary for the year 2026





Republic of the Philippines
Office of the City Mayor
Public Employment Service Office
City Government of Baguio



We hope that our request will be given your most immediate and favorable consideration. For inquiries and clarifications please contact Ms. Johanna Franco, TUPAD Focal at 09095715611.

Thank you.

Respectfully yours,

MICHELLE B. AGBUYA
Supervising Labor and Employment Officer

Noted by:

BENJAMIN B. MAGALONG
City Mayor



TUPAD REQUIREMENTS:

- 3 photocopies of a valid government ID
- 1 biodata with a 2×2 ID picture
- 1 Barangay Certificate

All requirements must be submitted by the beneficiaries to the City Mayor's Office – Public Employment Service Office (PESO) for the TUPAD (Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers) program.

Annex A

TUPAD Eligible Projects

Method of Work	Description	Examples
Emergency Response Method	Provides immediate livelihood/ income source for vulnerable workers who have been displaced or lost their livelihood due to calamities/crises	<p>Light works:</p> <ul style="list-style-type: none"> ● street and sidewalk sweeping ● cleaning of public facilities ● river/coastal clean-up <p>Agro-forestry projects:</p> <ul style="list-style-type: none"> ● tree planting ● seedling preparation ● reforestation ● planting of mangroves ● bamboo planting in coastal communities ● crop growing ● vegetable farming that require land preparation ● community vegetable gardening including land preparation, seedling and planting <p>Assist LGUs in the delivery of basic goods and services</p> <p>Disinfection of community areas</p>
Labor-Intensive Method	Requires the use of labor, often with hand tools only and the specific exclusion of equipment or very limited light equipment	<p>Social community projects:</p> <ul style="list-style-type: none"> ● de-clogging of canals and creeks ● debris segregation ● materials recovery ● stockpiling ● clearing during the aftermath of a calamity/disaster ● waste management (recycling activities, composting) ● maintenance/cleaning of seaside boulevard ● grass cutting <p>Maintenance/cleaning/greening of tourism areas</p> <p>Painting of school, barangay, municipal/city/provincial office building/facilities/public playground or local park/road/fence, town halls</p> <p>Cutting of excess tree branches</p>

<p>Labor-Based Appropriate Technology Method</p>	<p>Emphasizes the use of small-scale equipment, and an appropriate mix of equipment and labor</p>	<p>Social community projects:</p> <ul style="list-style-type: none"> ● minor repair of schools ● minor repair of health centers ● minor repair of bridges ● construction of footpaths <p>Construction of:</p> <ul style="list-style-type: none"> ● water catchment ● terracing planting for soil protection ● tide-embankments ● pedestrian lane infrastructure ● bike lanes/facilities, and other ● support facilities <p>Basic carpentry, plumbing and construction works</p>
<p>Labor-based Equipment Supported Method</p>	<p>Referred to as non-labor-based and relies significantly using machines supported by relatively small amount of labor, optimized to construct and maintain quality infrastructure cost-effectively.</p>	<p>Government projects that require the use of equipment for improvement of government facilities and infrastructures:</p> <ul style="list-style-type: none"> ● health centers ● irrigation canals and facilities ● roads ● flyovers ● underpass ● evacuation centers ● school buildings ● drought-proofing facilities ● flood mitigation structures ● erosion reduction projects ● major highway ● bridge construction ● dredging activities <p>Economic community projects:</p> <ul style="list-style-type: none"> ● maintenance and/or rehabilitation of farm to market roads bridges ● post-harvest facilities ● public markets ● production and display centers ● fish ports ● other infrastructure supporting the food systems

Annex B

TUPAD Work Program

Regional Office:

Proponent:

Nature of Work: e.g. Rehabilitation of public schools

Mode of Implementation:

Project Location				No. of Target Beneficiaries	No. of Days of Employment	Activities	Period of Implementation		Funding Requirements					
Brgy.	Municipality/ City	Province.	District				Q1	Q2	Wages	PPE	Micro-insurance	Admin Cost	Total amount requested	Co-partner/ Benef counterpart/ equity
Example:														
Brgy. 12	Manila	Metro Manila	District II	200	10	Cleaning of school vicinity, Painting of classrooms, Repair of chairs and tables								
Total														

Prepared by:

Certified True and Correct by:

Date: _____

DOLE PO/FO Head

Notes:
Proponent: (a.) LGU (b.) Accredited Co-partner
Mode of Implementation: (a.) Thru Direct Administration (b.) Thru Co-partner, pls. specify
Nature of Work: Specify the type of work i.e social, economic, and agroforestry project
Activities: Specify the activities to be undertaken
Funding Requirements (others): other costing include micro-insurance, Personal Protective Equipment (PPEs), cleaning solutions, among others, as applicable.