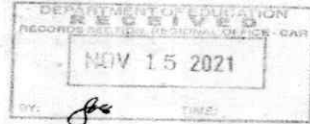




Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-1021-0258
MEMORANDUM
 28 October 2021



For: Regional Directors, Region I, II and CAR Schools Division Superintendents Concerned Regional and Division Youth Formation Coordinators Concerned School Heads Concerned

Subject: IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROVISION OF FINANCIAL ASSISTANCE TO SELECTED SCHOOLS FOR THE REVIVAL OF GULAYAN SA PAARALAN IN REGIONS I, II and CAR AFFECTED BY STS MARING

Severe Tropical Storm (STS) Maring has left severe damage in infrastructures and high level of flooding to some schools in Regions I, II, and CAR during its onslaught last 11 October 2021.

In this regard, the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD) will provide financial assistance to selected schools for the revival of Gulayan sa Paaralan (GPP) as part of the recovery efforts of the Department to affected schools.

To ensure the proper, efficient, and effective utilization of the program support funds for selected schools, the Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting for the Provision of Financial Assistance to Selected Schools for the Revival of GPP in Regions I, II and CAR is hereby issued.

For questions or concerns, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0920 525 9196 or email at blss.yfd@deped.gov.ph .

Immediate dissemination of this Memorandum is directed.

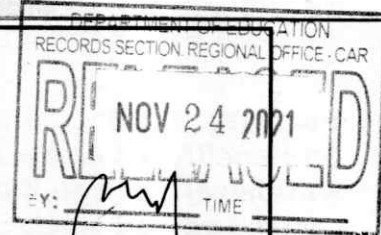
ALAIN DELA ROSA PASCUA
 Undersecretary



Office of the Undersecretary for Administration (OUA)
Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)
 Department of Education, Central Office, Meralco Avenue, Pasig City
 Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
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Republic of the Philippines
DEPARTMENT OF EDUCATION
 CORDILLERA ADMINISTRATIVE REGION



November 22, 2021

To : Schools Division Superintendents
 All Division

For information, guidance & appropriate action.

ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director

Annex A

General Guidelines

- I. Schools Division Offices (SDOs) shall receive financial assistance for the revival of Gulayan sa Paaralan (GPP) in selected schools based on the submitted list of the SDO. Funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office to SDOs.

The SDOs shall disburse P25,000.00 to selected schools corresponding to the allocation provided in Annex 1 (List of Schools with Program Support Funds). Coordination with division budget and accounting offices is advised.

- II. Allowable Expenses

- A. Purchase of gardening tools (e.g. fork, shovel, rake, hoe);
- B. Purchase of vegetables saplings or seedlings;
- C. Labor expenses; and
- D. Other related expenses for the revival of Gulayan sa Paaralan.

- III. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in these guidelines is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

- IV. Judicious utilization of the fund is expected. Obligation, implementation, and payment shall be acquiescent to Executive Order (EO) No. 91, titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.

- V. Responsibilities

- A. The Division Youth Formation Coordinators and the Division Finance Officers shall be accountable for the disbursement and liquidation of funds support/downloaded to their respective offices;
- B. The selected schools with Program Support funds shall submit narrative reports with photo documentation (before and after) and liquidation report upon completion of the project to the Division YFD Coordinators for consolidation. The Division YFD Coordinators shall then submit the consolidated report to the concerned Regional YFD Coordinators for compilation using the attached template (Annex 2). Regional YFD coordinators shall submit the report to BLSS-YFD at blssyfd.ngp@gmail.com. Regional and Division YFD Coordinators are directed to compile all original copies of the signed reports;



C. Obligation and disbursement of funds shall be in accordance with applicable Department of Education (DepEd), Commission on Audit (COA) and Department of Budget and Management (DBM) guidelines.

VI. Monitoring and Evaluation

DepEd Central Office, through the BLSS-YFD, shall conduct regular monitoring of program implementation and fund utilization of Regional Offices (ROs) and Schools Division Offices (SDOs).

VII. Effectivity

These guidelines shall take effect upon its approval.



OUAD00-1021-0 258
To authenticate this document,
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Annex 1: List of Schools to be Provided with Financial Assistance for for the Revival of Gulayan sa Paaralan damaged by Severe Tropical Storm Maring as of 18 October 2021

No.	Region	Division	School ID	School Name	Address	Amount Allocated
1	CAR	Abra	135024	Tayum CS	Abra	25,000.00
2	CAR	Abra	135034	Liguís ES	Abra	25,000.00
3	CAR	Abra	135121	Lusuac ES	Abra	25,000.00
4	CAR	Abra	135143	San Diego ES	Abra	25,000.00
5	CAR	Abra	318704	Abra High School - Calot Extension	Abra	25,000.00
137	CAR	Apayao	318811	Sta. Filomena School of Arts and Trade	Sta. Filomena, Calanasan, Apayao	25,000.00
138	CAR	Apayao	305117	Marag Valley Agricultural and Trade High Sch	Marag, Luna, Apayao	25,000.00
139	CAR	Apayao	502117	San Jose Integrated School	San Jose, Flora, Apayao	25,000.00
140	CAR	Apayao	219029	Calayucay ES	Calayucay, Luna, Apayao	25,000.00
141	CAR	Apayao	135336	Luna CS	Poblacion, Luna, Apayao	25,000.00
147	CAR	Baguio City	305282	Guisad Valley NHS	Bado Dangwa, Cresencia Village, Guisad, Baguio City	25,000.00
148	CAR	Baguio City	305281	Pines City NHS	Palma Urbano Street, Baguio City	25,000.00
149	CAR	Baguio City	305270	Dona Aurora National School	Aura Hill, Baguio City	25,000.00
150	CAR	Baguio City	136387	Quezon Hill ES	Upper Quezon Hill, Baguio City	25,000.00
151	CAR	Baguio City	305274	Lindawan ES	Outlook Drive, Lucnab, Baguio City	25,000.00
152	CAR	Baguio City	305279	Santo Tomas, Baguio City	Sto. Tomas, Baguio City	25,000.00
175	CAR	Benguet	501203	Datakan Integrated School	Datakan, Kapangan, Benguet	25,000.00
176	CAR	Benguet	305145	Kamora National High School	Gusaran, Kabayan, Benguet	25,000.00
177	CAR	Benguet	318902	Bangao National High School	Bangao, Buguias, Benguet	25,000.00
178	CAR	Benguet	135734	Pontino Elementary School	Km.17, Ambassador, Tublay, Benguet	25,000.00
179	CAR	Benguet	305135	Ambangeg National High School	Ambangeg, Daklan, Bokod, Benguet	25,000.00
6	CAR	Ifugao	135903	Lawig Elem. School	Lawig, Lamut, Ifugao	25,000.00
7	CAR	Ifugao	135793	Haliap Elem. School	Haliap, Asipulo, Ifugao	25,000.00
8	CAR	Ifugao	135862	Baguinge Elem. School	Baguinge, Kiangan, Ifugao	25,000.00
9	CAR	Ifugao	305169	Caba NHS	Caba, Lagawe, Ifugao	25,000.00
10	CAR	Ifugao	305193	Kalanguya NHS	Wangwang, Tinoc, Ifugao	25,000.00
11	CAR	Kalinga	135992	Lubuagan CS	Lubuagan, Kalinga	25,000.00
12	CAR	Kalinga	136127	Mabaca ES	Eastern Tanudan, Kalinga	25,000.00
13	CAR	Kalinga	136129	Talocloc ES	Western Tanudan, Kalinga	25,000.00
14	CAR	Kalinga	135978	Panitikan ES	Eastern Balbalan, Kalinga	25,000.00
15	CAR	Kalinga	136014	Bagtayan ES	Pasil, Kalinga	25,000.00
170	CAR	Mt. Province	319218	Dalican NHS	Dalican, Bontoc	25,000.00
171	CAR	Mt. Province	136234	Banguitan ES	Banguitan, Besao	25,000.00
172	CAR	Mt. Province	340155	Natonin SASHS	Poblacion, Natonin	25,000.00
173	CAR	Mt. Province	305268	Talubin NHS	Saddle, Talubin, Bontoc	25,000.00
174	CAR	Mt. Province	319206	Data NHS	Data, Sabangan	25,000.00
142	CAR	Tabuk City	136008	Laya West ES	Laya West, Tabuk City, Kalinga	25,000.00
143	CAR	Tabuk City	136175	Masablang ES	Masablang, Tabuk City, Kalinga	25,000.00
144	CAR	Tabuk City	136112	Tannubong ES	Ipil, Tannubong, Tabuk City, Kalinga	25,000.00
145	CAR	Tabuk City	106364	Pa-o ES	Nambucayan, Pao, Tabuk City, Kalinga	25,000.00
146	CAR	Tabuk City	136089	Southern Tabuk CS	Purok 6, Bulanao, Tabuk City	25,000.00
57	I	City of Batac	100085	Quiling ES	16 S Quiling Sur, Batac City, Ilocos Norte	25,000.00
58	I	City of Batac	100078	Mariano Marcos Memorial ES	15 Valdez, Batac City, Ilocos Norte	25,000.00
59	I	City of Batac	100099	San Mateo ES	29 San Pedro, Batac City, Ilocos Norte	25,000.00
60	I	City of Batac	100084	Payao ES	Payao, Batac City, Ilocos Norte	25,000.00
61	I	City of Batac	100089	Baay ES	Baay, Batac City, Ilocos Norte	25,000.00
31	I	Dagupan City	300368	Dagupan City National High School	Tapuac District, Dagupan City	25,000.00
32	I	Dagupan City	102179	North Central Elementary School	Bonuan Gueset, Dagupan City	25,000.00
33	I	Dagupan City	102151	Malued Elementary School (Special Science)	Malued District, Dagupan City	25,000.00
34	I	Dagupan City	500053	East Central Integrated School	Mayombo District, Dagupan City	25,000.00
35	I	Dagupan City	500055	Pugaro Integrated School	Pugaro, Dagupan City	25,000.00
36	I	Dagupan City	102175	Carael Elementary School	Carael, Dagupan City	25,000.00
37	I	Dagupan City	102153	West Central Elementary School II	Poblacion Oeste, Dagupan City	25,000.00
38	I	Dagupan City	102165	Bonuan Boquig Elementary School	Bonuan Boquig, Dagupan City	25,000.00
39	I	Dagupan City	102166	Leon-Francisco Maramba Elementary School	Bonuan Boquig, Dagupan City	25,000.00
40	I	Dagupan City	102150	Lucao Elementary School	Lucao, Dagupan City	25,000.00
16	I	Ilocos Sur	300037	Banayoyo National High School	Poblacion, Banayoyo, Ilocos Sur	25,000.00
17	I	Ilocos Sur	500347	Pudoc West Integrated School	Pudoc West, Tagudin, Ilocos Sur	25,000.00
18	I	Ilocos Sur	500599	Libtong Integrated School	Libtong, Tagudin, Ilocos Sur	25,000.00
19	I	Ilocos Sur	300075	San Esteban National High School	Villa Quirino, San Esteban, Ilocos Sur	25,000.00
20	I	Ilocos Sur	100549	San Pablo Elementary School	San Pablo, Narvacan, Ilocos Sur	25,000.00
21	I	Ilocos Sur	100635	Salincub Elementary School	Salincub, Santiago, Ilocos Sur	25,000.00
22	I	Ilocos Sur	100774	Pacac Elementary School	Pacac, Tagudin, Ilocos Sur	25,000.00
23	I	Ilocos Sur	100714	Santa Maria East Central School	Poblacion Sur, Sta. Maria, Ilocos Sur	25,000.00
24	I	Ilocos Sur	100685	Villa Hermosa Elementary School	Sta. Cruz, Ilocos Sur	25,000.00
25	I	Ilocos Sur	100668	Besalan Elementary School	Besalan, Sta. Cruz, Ilocos Sur	25,000.00
26	I	Ilocos Sur	100697	Sabuanan Elementary School	Sabuanan, Sta. Lucia, Ilocos Sur	25,000.00



**Bureau of Learner Support Service-Youth Formation Division
 Financial Assistance for the Revival of Gulayan sa Paaralan Program (GPP)
 School Information and Status of Fund Support Report (SI_SFSR)**

As of _____

Division: _____

Instructions: Kindly read and follow the directions below.

1. This template shall be used by divisions which received the financial assistance for the Revival Gulayan sa Paaralan Program (GPP)
2. Only the program support funds downloaded to the Schools Division Offices by the Youth Formation Division shall be included in the report.
3. Please submit the accomplished template and supporting documentations (narrative report and photos) to respective regional YFC in a quarterly basis for consolidation (March, June, September, December). For divisions, please copy furnished the BLS-YFD at bissyfd.ngp@gmail.com.

No.	School Information (Beneficiary)			Status of Fund Support				Amount Obligated as of _____ (PHP)	Amount Liquidated as of _____ (PHP)
	School ID	School Name	Submitted Narrative Report (Y/N)	Submitted Photo Documentation (Y/N)	Sub-ARO No. (From Central Office)	Sub-ARO No. (From Division Office)	Date Released to School		
1									
2									
3									
4									
5									
6									
7									

PREPARED BY: _____
 Youth Formation Coordinator

NOTED BY: _____
 Schools Division Superintendent

Bureau of Learner Support Services - Youth Formation Division
Revival Gulayan sa Paaralan Program (GPP)
Consolidated Utilization Report for GPP

as of _____

- Region:** _____
- Instructions:** Kindly read and follow the directions below.
1. This template shall be used by regions which received a financial assistance for the Revival Gulayan sa Paaralan Program (GPP)
 2. Please submit the accomplished template and supporting documentations (school narrative report and photos) to the Youth Formation Division in a quarterly basis (March, June, September, December) thru the BLSS-YFD emails at blssyfd.ngp@gmail.com and

No.	Division Information (Beneficiary)			Status of Fund Support					
	Division	No. of Schools	Submitted Monitoring Tool (Y/N)	Submitted School Report (Y/N)	Sub-ARO No.	Date Released to Schools	Amount Released to Schools	Amount Obligated as of _____ (PHP)	Amount Liquidated as of _____ (PHP)
1									
2									
3									
4									
5									
6									
7									

PREPARED BY: _____ **NOTED BY:** _____

Youth Formation Coordinator Regional Director