



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-1121-0186
MEMORANDUM
 16 November 2021

For: Regional Directors
Regional Youth Formation Coordinators

Subject: SUBMISSION OF REPORTS ON THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS AND GULAYAN SA PAARALAN PROGRAM

Anchored on OUA-Memo-00-421-0134 and OUA-Memo-00-0421-0035, the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) downloaded program support funds (PSF) and project-based proposals to Schools Division Offices (SDOs) and Regional Offices (ROs) nationwide for the implementation of Youth Formation Programs (YFP) and Gulayan sa Paaralan Program (GPP). These are aligned to the Basic Education-Learning Continuity Plan (BE-LCP) of the Department of Education (DepEd) for FY2021.

Kindly refer to the following details:

| Program | Recipients | Amount (P) |
|---------|--|---------------------------|
| YFP | For YFP (16 ROs and 214 SDOs) | 50,000.00 each |
| | Submitted Project Proposal (2 ROs and 68 SDOs) | Various amounts |
| | Gawad Siklab Winners (17 SDOs) | 10,000.00-50,000.00 each |
| GPP | For 4th-6th Class Municipalities (76 SDOs) | Various amounts |
| | Rehabilitation of GPP affected by Typhoons (30 SDOs) | 25,000.00 each |
| | Edible Landscape Project (9 SDOs) | 50,000.00-100,000.00 each |

In this light, the BLSS-YFD requests the offices concerned to submit reports on the utilization of downloaded PSF through email at yfd.monitoreval@gmail.com (cc: blssyfd.ngp@gmail.com for GPP) **not later than 15 December 2021**. Downloadable forms are available at the BLSS-YFD's official website at www.blssyfd.weebly.com.



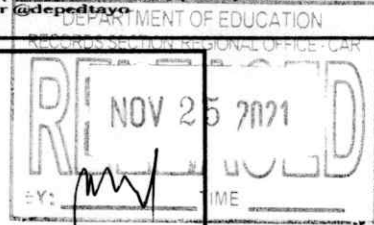
Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

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 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region



November 25, 2021

To : Schools Division Superintendents
 All Division

For information, guidance and appropriate action.

ESTELA LEON-CARIÑO, EdD, CESO III
 Director IV/Regional Director

For the Regional Director:

FLORANTE E. VERGARA
 Schools Division Superintendent
 Officer-In-Charge
 Office of the Assistant Regional Director

The following documents are to be submitted:

1. PSF for YFP

- a. Accomplished and signed Consolidated Utilization Report (CUR)
- b. Means of Verification (to be submitted by SDOs to ROs)
 - i. Accomplished and signed Activity Information Report and Summary of Expenditure (AIR_SOE) form
 - ii. Activity/narrative report
 - iii. Photo documentation

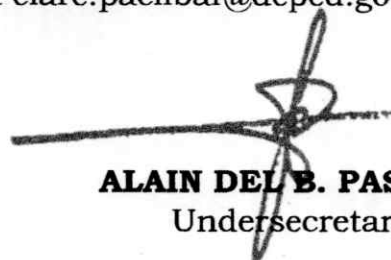
2. PSF for GPP

- a. Accomplished and signed Consolidated Utilization Report (CUR) for GPP
- b. Means of Verification (to be submitted by SDOs to ROs)
 - i. Accomplished and signed School Information and Status of Fund Support Report (SI_SFSR)
 - ii. School activity/narrative reports from recipient schools
 - iii. Photo documentation

Please note that the PSF utilization report will be the basis for the provision of PSF allotment next year.

For more information, questions or concerns, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0919 093 4914 or email at blss.yfd@deped.gov.ph (cc: Clare Michele Paclibar at clare.paclibar@deped.gov.ph)

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0134

MEMORANDUM

27 April 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators**

**Subject: IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION, AND REPORTING OF
PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION
OF YOUTH FORMATION PROGRAMS FOR FY2021**

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) is mandated to empower Filipino children and youth who are responsible, hardworking, enterprising, persevering, value-driven, culturally-rooted, equipped with world class skills, and imbued with values such as *maka-Diyos*, *maka-tao*, *makakalikasan*, and *makabansa*. In this regard, program support funds are provided to Regional Offices (ROs) and Schools Division Offices (SDOs) for them to conduct various youth formation activities.

With this, the Department of Education (DepEd) hereby issues the *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds for the Implementation of Youth Formation Programs*. This document defines the processes and reportorial requirements to ensure the proper, efficient, and effective utilization of the FY2021 Learner Support Program (LSP) funds for youth programs and activities of ROs and SDOs.

For more information, questions or concerns on the above-mentioned subject, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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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)]

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**IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION,
DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR
THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY2021**

I. Allocation of Fund Support

1. The Regional Office (RO) and Schools Division Office (SDO) fund support allocation for FY2021 is provided in Annex A.
2. ROs and SDOs shall receive FY2021 Program Support Funds for the implementation of Youth Formation Programs (YFPs). Funds are released through a Sub-Allotment Release Order (Sub-ARO) from the Central Office to ROs.
3. The ROs shall issue a Sub-ARO to SDOs corresponding to the allocation provided in Annex A. Coordination with region and division budget and accounting offices is advised.

II. Activities and Expenses

1. These guidelines apply to funds provided to DepEd field offices for the implementation of YFPs which include, but are not limited to the following:

a. Allowable Activities

- i. implementation of Student Government, Youth for Environment in Schools Programs (e.g., tree planting, outreach program, School Inside a Garden, *Gulayan sa Paaralan*, Youth Disaster Readiness Development Program, etc.), Barkada Kontra Droga (BKD)-related activities, and Child Protection;
- ii. region, division and school YFP evaluation and planning activities;
- iii. visits for the monitoring of YFP implementation in schools, as applicable;
- iv. youth formation initiatives and capacity building in the context of the COVID-19 pandemic;
- v. trainings and capacity building activities for YFD coordinators in divisions and schools; and
- vi. quarterly meetings and school visits of YFD coordinators.

b. Allowable Expenses

- i. supplies and materials, but not limited to the purchase of technology-related devices (e.g., headset, mobile Wi-Fi);
- ii. reproduction of advocacy materials;
- iii. travel and miscellaneous expenses related to the activities mentioned above, pursuant to Executive Order No. 77, s. 2019 (*Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel*) and DepEd Order No. 22, s. 2019 (*Guidelines on Official Local Travels in the Department of Education*);



- iv. board and lodging of participants and management team, use of function room/s and other equipment subject to DepEd Order No. 02, s. 2018 titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks and Accommodation of Official Activities Organized and Conducted by the Department of Education)*;
- v. contingency to cover the payment of miscellaneous and incidental expenses to the conduct of activities, such as, communication expenses, gasoline and other Monitoring and Other Operating Expenses (MOOE). This is pursuant to DepEd Order No. 038, s. 2020 (*Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement*) and DepEd Order No. 0040, s. 2020 (*Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic*); and
- vi. honorarium for resource speakers based on the guidelines set by the Department of Budget and Management (DBM).

III. The implementation of the mentioned activities shall ensure compliance to health standards, protocols and policies set by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID), DepEd and COVID-19 related issuances.

IV. LSP funds are under MOOE allotment class. Therefore, acquisition of supplies and materials will not exceed P15,000.00 which is the threshold for individual asset recognized as plant, property and equipment as prescribed in the Government Accounting Manual (GAM) issued by the Commission of Audit (COA).

V. Responsibilities

1. ROs and SDOs are required to submit Obligation Reports from their respective budget offices to BLSS-YFD through email at yfd.monitoreval@gmail.com on a quarterly basis.
2. The Region and Division YFP Coordinators may utilize the funds either through direct payment, cash advance, reimbursement or whichever payment mode is applicable.
3. The Region and Division YFP Coordinators, together with Region and Division Finance Officers, shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices.



4. The monitoring tools for the downloaded funds is provided as Annex 2-4. The Division YFD Coordinators shall submit the accomplished report (SOE_AIR) to the concerned Regional YFD Coordinator for consolidation and shall be supported with activity report and photo documentation. Then, the Regional YFD Coordinator shall submit the accomplished consolidated report (CUR) together with the supporting documents from the Division YFD Coordinators (accomplished SOE_AIR, Activity Report, and photo documentation). Finally, the Region and Division YFD Coordinators are directed to compile all original copies of the signed reports.

VI. Judicious utilization of the fund is expected. Obligation, implementation, and payment shall be compliant to the Executive Order (EO) No. 91, titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this set of 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.

VII. These guidelines shall take effect upon its approval.



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| | | | |
|-----|--------|---------------------------|-------------------|
| 202 | CARAGA | Surigao del Norte | 50,000.00 |
| 203 | CARAGA | Surigao del Sur | 50,000.00 |
| 204 | CARAGA | Tandag City | 50,000.00 |
| | | Sub-TOTAL - CARAGA | 650,000.00 |
| 205 | CAR | Regional Office Proper | 50,000.00 |
| 206 | CAR | Abra | 50,000.00 |
| 207 | CAR | Apayao | 50,000.00 |
| 208 | CAR | Baguio City | 50,000.00 |
| 209 | CAR | Benguet | 50,000.00 |
| 210 | CAR | Ifugao | 50,000.00 |
| 211 | CAR | Kalinga | 50,000.00 |
| 212 | CAR | Mt. Province | 50,000.00 |
| 213 | CAR | Tabuk City | 50,000.00 |
| | | Sub-TOTAL - CAR | 450,000.00 |
| 214 | NCR | Regional Office Proper | 50,000.00 |
| 215 | NCR | Caloocan City | 50,000.00 |
| 216 | NCR | City of San Juan | 50,000.00 |
| 217 | NCR | Las Piñas City | 50,000.00 |
| 218 | NCR | Makati City | 50,000.00 |
| 219 | NCR | Malabon City | 50,000.00 |
| 220 | NCR | Mandaluyong City | 50,000.00 |
| 221 | NCR | Manila | 50,000.00 |
| 222 | NCR | Marikina City | 50,000.00 |
| 223 | NCR | Muntinlupa City | 50,000.00 |





Republic of the Philippines
Department of Education

DepEd Complex, Meralco Avenue
Pasig City 1600

ACTIVITY REPORT

(for meetings, seminars, trainings, workshops, conferences
and other related activities)

Effectivity Date:

Version No.

11

Revision No.:

0

Page No.:

1 of 1

Reference No.:

| TITLE OF THE ACTIVITY | DATE/ TIME | PLACE/VENUE |
|---|------------|-------------|
| DETAILS OF THE ACTIVITY | | |
| Description of the activity: • | | |
| Highlights (Insights / relevant learning / issues and concerns): | | |
| Recommendations: | | |

Attachment/s: Approved Travel Order, Activity Request, a copy of the letter of invitation to the regions, and photos as MOVs

Submitted by:

Noted by:



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0035
MEMORANDUM
05 March 2021

For: Regional Directors
Schools Division Superintendents
Regional Youth Formation Coordinators
Division Youth Formation Coordinators

Subject: IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF GULAYAN SA PAARALAN (GPP) FOR FY2021

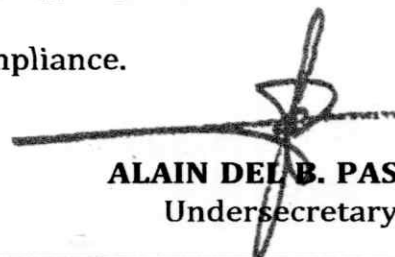
Gulayan sa Paaralan (GPP) is one of the sub-programs of the National Greening Program (NGP) of the Department of Education (DepEd) that aims to promote production of food that are rich in protein, carbohydrates, vitamin A, and iron as major components in school feeding. It covers the creation of vegetable gardens, vegetable and tree nurseries, tree planting, propagation of medicinal plants, composting, school landscape aesthetic vegetable development, crop museum, and related livelihood activities.

In this regard, DepEd through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) will provide program support funds to various schools for the establishment and improvement of GPP.

To ensure the proper, efficient, and effective utilization of the program support funds for selected schools, the Office of the Undersecretary for Administration (OUA) hereby issues the *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting for the Program Support Funds for the Implementation of GPP for FY2021*.

For more information, questions or concerns on the above-mentioned subject, please contact Ms. Gina Rullamas, Project Development Officer II of BLSS-YFD, through 0928 637 9814 or email at blssyfd.ngp@gmail.com.

For immediate dissemination and compliance.


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Annex A

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF GULAYAN SA PAARALAN (GPP) FOR FY2021

I. School Selection Criteria for the Schools Division Office (SDO)

- A. The school has minimal or no established GPP.
- B. The school does not belong to the lighthouses and crop museums set by the Integrated School Nutrition Model (ISNM).
- C. The school is located in a 4th-6th class municipality.
- D. The school head has expressed interest in sustaining and improving the functionality of their GPP.
- E. The school has a clearly identified or designated GPP Coordinator, also with expressed interest in sustaining and improving the functionality of their GPP.
- F. The school has at least 200 square meters (one area or total area of small separate sites) of land area which they could develop into their GPP.
- G. The identified GPP area has access to a water source.
- H. The identified GPP area receives at least six (6) hours of direct sunlight.
- I. The proposed GPP area is within the jurisdiction/ownership of the school. Otherwise, there should at least be a signed letter or memorandum of understanding (MOU) between the school and the land owner indicating the approval of use of the specific land area size for a specified time period.
- J. The school has identified the vulnerabilities of the selected garden site to impacts of extreme weather conditions or climate change (e.g., prone to flooding during heavy rains, extreme soil drought during summer season, etc.).

The SDO shall disburse P25,000.00 directly to each selected school in coordination with their respective division budget and accounting offices.

II. Allowable Expenses

- A. purchase of gardening tools (e.g., fork, shovel, rake, hoe)
- B. purchase of vegetable/fruit saplings or seedlings
- C. labor expenses
- D. other related expenses in the establishment of GPP

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 this set of 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 (YFCs) and the Division Finance Officers shall be accountable for the disbursement of the support funds 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 YFC for consolidation. The Division YFCs shall then submit the consolidated report to the concerned Regional YFC for compilation using the attached template (Annex 1). Regional YFCs shall submit the compiled report to BLSS-YFD at blssyfd.ngp@gmail.com every end of each quarter. Further, Regional and Division YFCs are directed to compile all original copies of the signed reports.
- C. The obligation and disbursement of funds shall be in accordance with applicable guidelines of DepEd, Commission on Audit (COA), and Department of Budget and Management (DBM).

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 SDOs.

VII. Effectivity

This set of guidelines shall take effect upon its approval.



Department of Education
 Bureau of Learner Support Services - Youth Formation
 Division

Allocation List for the Programs Support Funds for Gulayan sa Paaralan (GPP)

| No. | Region | Division | No. of Schools | Amount (PhP) |
|-----|-----------|--------------------|----------------|--------------|
| 1 | CAR | Abra | 5 | 125,000.00 |
| 2 | CAR | Apayao | 5 | 125,000.00 |
| 3 | CAR | Benguet | 6 | 150,000.00 |
| 4 | CAR | Ifugao | 5 | 125,000.00 |
| 5 | CAR | Kalinga | 5 | 125,000.00 |
| 6 | CAR | Mt. Province | 5 | 125,000.00 |
| 7 | CAR | Tabuk City | 5 | 125,000.00 |
| 8 | Region 1 | Ilocos Norte | 6 | 150,000.00 |
| 9 | Region 1 | Ilocos Sur | 6 | 150,000.00 |
| 10 | Region 1 | La Union | 5 | 125,000.00 |
| 11 | Region 1 | Pangasinan I | 5 | 125,000.00 |
| 12 | Region 1 | Pangasinan II | 5 | 125,000.00 |
| 13 | Region 2 | Batanes | 5 | 125,000.00 |
| 14 | Region 2 | Cagayan | 6 | 150,000.00 |
| 15 | Region 2 | Isabela | 6 | 150,000.00 |
| 16 | Region 2 | Nueva Vizcaya | 5 | 125,000.00 |
| 17 | Region 2 | Quirino | 5 | 125,000.00 |
| 18 | Region 3 | Aurora | 5 | 125,000.00 |
| 19 | Region 3 | Bataan | 5 | 125,000.00 |
| 20 | Region 3 | Bulacan | 5 | 125,000.00 |
| 21 | Region 3 | Nueva Ecija | 5 | 125,000.00 |
| 22 | Region 3 | Pampanga | 5 | 125,000.00 |
| 23 | Region 3 | Tarlac | 5 | 125,000.00 |
| 24 | Region 3 | Zambales | 6 | 150,000.00 |
| 25 | Region 4A | Batangas | 5 | 125,000.00 |
| 26 | Region 4A | Cavite | 5 | 125,000.00 |
| 27 | Region 4A | Laguna | 5 | 125,000.00 |
| 28 | Region 4A | Quezon | 5 | 125,000.00 |
| 29 | Region 4A | Rizal | 5 | 125,000.00 |
| 30 | Region 4B | Occidental Mindoro | 6 | 150,000.00 |
| 31 | Region 4B | Oriental Mindoro | 5 | 125,000.00 |
| 32 | Region 4B | Palawan | 5 | 125,000.00 |
| 33 | Region 4B | Romblon | 6 | 150,000.00 |
| 34 | Region 5 | Albay | 5 | 125,000.00 |
| 35 | Region 5 | Camarines Norte | 5 | 125,000.00 |
| 36 | Region 5 | Camarines Sur | 5 | 125,000.00 |
| 37 | Region 5 | Catanduanes | 5 | 125,000.00 |
| 38 | Region 5 | Masbate | 5 | 125,000.00 |
| 39 | Region 5 | Sorsogon | 5 | 125,000.00 |
| 40 | Region 6 | Aklan | 5 | 125,000.00 |
| 41 | Region 6 | Antique | 5 | 125,000.00 |

