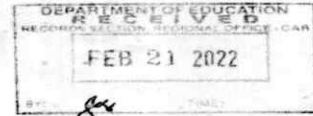




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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-0222-0053**  
**MEMORANDUM**  
10 February 2022

**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 FY2022**

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 FY2022 Learner Support Program (LSP) funds for youth programs and activities of ROs and SDOs.

For more information, questions or concerns on the abovementioned subject, please contact the BLSS-YFD through (02) 8637 9814 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate dissemination and compliance.

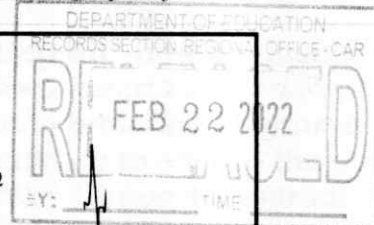
  
**ALAIN DELA PASCUA**  
Undersecretary



**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: (+632) 86337203, (+632) 86376207  
Email: [uacc.admin@deped.gov.ph](mailto:uacc.admin@deped.gov.ph); Facebook/Twitter @depedtayo



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region



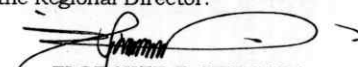
February 22, 2022

**To :** Schools Division Superintendents  
All Division

For information & guidance.

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

For the Regional Director:

  
**FLORENTE E. VERGARA**  
Assistant Regional Director



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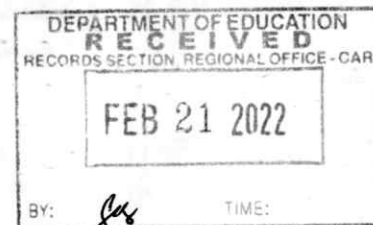
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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-0222-0053**

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**ALAIN DEL B. PASCUA**

Undersecretary



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[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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Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

## **Annex A**

### **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY 2022**

#### **I. Allocation of Fund Support**

1. Each Region and Division will receive P50,000.00 and P130,000.00, respectively. The funds will be allocated to youth formation programs accordingly.
2. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office (RO) to the Regional Offices (ROs).
3. The ROs shall issue a Sub-ARO to each Schools Division Offices (SDO) amounting to P130,000.00. Coordination between the region and division budget and accounting offices is advised.

#### **II. Activities and Expenses**

1. These guidelines shall apply to funds provided to DepEd filed offices for the implementation of Youth Formation Programs (YFP) which include, but are not limited to the following:

##### **a. Allowable Activities**

- i. Implementation of Student Government, National Greening Program (e.g., Youth for Environment in Schools Organization [YES-O], School Inside a Garden [SIGA], and Gulayan sa Paaralan [GPP]), and Civic Engagement Program (Barkada Kontra Droga [BKD], Boys Scout of the Philippines [BSP] and Girls Scout of the Philippines [GSP]), Allyship Program and other youth formation programs.
- ii. Monitoring of Student Government Program, National Greening Program (YES-O, SIGA, GPP), and Civic Engagement Program (BKD, BSP and GSP), Allyship Program and other youth formation programs.

##### **a. Allowable Expenses**

- i. supplies and materials including the purchase of technology-related devices (e.g., headset, mobile Wi-Fi, etc.);
- ii. reproduction of Information, Education and Communication (IEC) materials including the delivery;
- 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 expenses, incidental expenses to the conduct of the 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*)
- 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, the acquisition of equipment will not exceed P15,000.00 which is the threshold for individual assets 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 semi-annually (June and December) from their respective budget offices to BLSS-YFD through email at [yfd.monitoreval@gmail.com](mailto:yfd.monitoreval@gmail.com) .
2. The Region and Division Youth Formation Coordinators (YFCs) may utilize the funds either through direct payment, cash advance, reimbursement or whichever payment mode is applicable.
3. The Region and Division YFCs in coordination with Region and Division Finance Officers shall be accountable for the disbursement and liquidation of funds support 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 Coordinators are directed to compile all original copies of the signed reports.





VI. The judicious utilization of the fund is expected. Obligation, implementation, and payment shall be compliant to 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 their approval.



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	Davao Occidental	130,000.00	
	Davao City	130,000.00	
	Digos City	130,000.00	
	Island Garden City of Samal	130,000.00	
	Mati City	130,000.00	
	Panabo City	130,000.00	
	Tagum City	130,000.00	
Region XII - SoCCSKSarGen	Regional Office Proper	50,000.00	1,090,000.00
	General Santos City	130,000.00	
	Koronadal City	130,000.00	
	Kidapawan City	130,000.00	
	Cotabato	130,000.00	
	Sarangani	130,000.00	
	South Cotabato	130,000.00	
	Sultan Kudarat	130,000.00	
	Tacurong City	130,000.00	
CARAGA Region	Regional Office Proper	50,000.00	1,610,000.00
	Agusan Del Norte	130,000.00	
	Agusan Del Sur	130,000.00	
	Dinagat Island	130,000.00	
	Siargao	130,000.00	
	Surigao del Norte	130,000.00	
	Surigao del Sur	130,000.00	
	Bayugan City	130,000.00	
	Bislig City	130,000.00	
	Butuan City	130,000.00	
	Cabadbaran City	130,000.00	
	Surigao City	130,000.00	
	Tandag City	130,000.00	
Cordillera Administrative Region	Regional Office Proper	50,000.00	1,090,000.00
	Abra	130,000.00	
	Apayao	130,000.00	
	Benguet	130,000.00	
	Ifugao	130,000.00	
	Kalinga	130,000.00	
	Mt. Province	130,000.00	
	Baguio City	130,000.00	
	Tabuk City	130,000.00	
National Capital Region	Regional Office Proper	50,000.00	2,130,000.00
	Caloocan City	130,000.00	
	Las Piñas City	130,000.00	
	Makati City	130,000.00	
	Malabon City	130,000.00	
	Navotas City	130,000.00	
	Mandaluyong City	130,000.00	
	City of Manila	130,000.00	
	Marikina City	130,000.00	
	Muntinlupa City	130,000.00	
	Parañaque City	130,000.00	
	Pasay City	130,000.00	
	Pasig City	130,000.00	
	San Juan	130,000.00	
	Quezon City	130,000.00	
	Taguig City and Pateros	130,000.00	
Valenzuela City	130,000.00		