



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

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REGIONAL MEMORANDUM
 No. 681.2023

**DOWNLOADING OF PROGRAM SUPPORT FUND (PSF)
 FOR LEARNER FORMATION PROGRAMS**

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. In reference to the conduct of the Regional Operations relative to the Youth Formation programs, projects, and activities for FY 2023, this Office will download funds to the following Schools Division Offices:

| SDO | Purpose | Date of Activity | Total Amount |
|-------------|---|----------------------|--------------|
| Baguio City | For reimbursement of travel expenses incurred by Cole Steven Tudias, Jabez Rex Jules Baucas for attending the Third National Barkada Kontra Droga Convention in General Santos City last April 24-28, 2023, and for activities of BKD Program. | October 24- 28, 2023 | 25,000.00 |
| Benguet | For reimbursement of travel expenses incurred by Nikolai Kyle D. Kinomis, Rashed Rainier B.Alones, Zyrel Paul B. Tuba-ang and Melvin C. Ago for attending the Third National Barkada Kontra Droga Convention in General Santos City last April 24-28, 2023 and for activities of BKD Program. | October 24- 28, 2023 | 75,000.00 |
| TOTAL | | | 100,000.00 |

2. Utilization and liquidation of funds shall adhere to existing budgeting, accounting, auditing and disbursement rules and regulations.

3. For queries and clarifications, please contact Ms. Mayclaire A. Jimenez Regional Youth Formation Coordinator via email at mayclaire.jimenez@deped.gov.ph or Ms. Georgina C. Ducayso Chief of Education and Support Services Division at car.essd@deped.gov.ph

4. Immediate dissemination of and strict compliance with this Memorandum is directed.


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

Reference: as stated

ESSD/GCD/maj/Downloading of Program Support Fund (PSF) for Operations Relative to Youth Formation Programs



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Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-03-778

MEMORANDUM

TO : **REGIONAL DIRECTORS**
REGIONAL YOUTH FORMATION COORDINATORS
ALL OTHERS CONCERNS

FROM : **Atty. MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance


Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF LEARNER FORMATION PROGRAMS FOR FY 2023**

DATE : August 18, 2023

The **Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD)**, now transitioning to *Learner Formation Division (LFD)*, is mandated to develop and recommend policies, standards, and guidelines to enable DepEd units in the efficient implementation of learner-formation programs, projects, and activities. These initiatives are geared towards the holistic development of learners, in support of the curriculum interventions being done in the classroom.

To further strengthen the delivery of learner support services to the field in line with the MATATAG agenda and ensure the effective use of fiscal resources, the BLSS-YFD issues the enclosed implementing guidelines on the allocation, utilization, documentation, and reporting of program support funds (PSF) for the implementation of learner formation programs. These programs and services shall focus on the character formation, emotional maturity, and social and leadership competence through the implementation of the learner government program, career guidance program and other leadership development programs, advocacies, and campaigns.

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

For immediate dissemination and compliance.

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF LEARNER FORMATION PROGRAMS FOR FY 2023

I. Rationale

The Bureau of Learner Support Services – Youth Formation Division, now transitioning to Learner Formation Division (LFD), is mandated to develop and recommend policies, standards, and guidelines to enable DepEd units in the efficient implementation of learner-formation programs, projects, and activities. These initiatives are geared towards the holistic development of learners, in support of the curriculum interventions being done in the classroom.

The BLSS – YFD has been created by virtue of DepEd Order No. 52, s. 2015, or the Rationalization Plan. Its functions were streamlined and regularized from the previous functions of the Center for Student and Co-curricular Affairs (CSCA), an office under the Office of the Secretary created internally through DECS Order No. 2, s. 1998 and amended by DECS Order No. 62, s. 2000. According to the 2012 Rationalization Plan Main Document, the Office shall focus on the aspects of developing character formation, emotional maturity, social and leadership competence. This shall be done through developing the national policy framework, programs and strategies for youth and leadership formation to be implemented by the field offices. This includes engaging in partnerships with local, national and international youth-oriented organizations to gain more development opportunities for the learners. These functions are in support to the curriculum undertakings so that the Curriculum and Teaching strand may focus on the development of the basic competencies needed by our learners as reflected in their classroom activities.

II. Scope

These guidelines shall provide the rules for the release, allocation, utilization, and liquidation/reporting of the PSF for regional and other field offices implementing learner formation programs for FY 2023, except for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

III. Allocation of Fund Support

1. A total of thirteen million, nine hundred fifty-two thousand pesos (P13,952,000.00) charged under the Learner Support Program is allocated as program support funds for FY 2023.
2. The total program support funds have two components: four million eight hundred thousand pesos (P4,800,000.00) shall be allocated for regional initiatives and nine million one hundred fifty-two thousand pesos (P9,152,000.00) shall be allocated for other field initiatives.

3. For regional initiatives, each region shall receive an amount of three hundred thousand pesos (P300,000.00).
4. For other field initiatives, each region shall receive a proportional amount (Annex A) based on the evaluated submissions of proposals pursuant to OUOPS Memorandum dated March 3, 2023, entitled "Call for Submissions of Learner Formation and Mental Health-Specific Implementation Plans and Project Proposals for the Fiscal Year 2023". These proposals shall be endorsed to the Regional Offices for further evaluation.
5. Regional offices, through the Regional Youth Formation Coordinators (RFYCs), shall further evaluate these proposals and identify priority divisions to be given program support funds for FY 2023.
6. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office (CO) to the Regional Offices (ROs).
7. Correspondingly, ROs shall issue a Sub-ARO to identified school division offices (SDOs). Coordination between ROs and SDOs is advised.

IV. Activities and Expenses

1. These guidelines shall apply to funds provided to DepEd field offices for the implementation of learner formation programs include, but are not limited to the following:
 - a. Allowable Activities
 - i. Evaluated proposals based on the submitted regional annual implementation plan pursuant to OUOPS Memorandum dated March 3, 2023, entitled "Call for Submissions of Learner Formation and Mental Health-Specific Implementation Plans and Project Proposals for the Fiscal Year 2023". (Annex B)
 - ii. Implementation, Monitoring and Evaluation of Learner Government Program, Career Guidance Program and other learner formation programs such as the Youth for Environment in Schools Organization (YES-O), Barkada Kontra Droga (BKD) Program, and other leadership development programs, advocacies and campaigns.
 - iii. Regional Allocations may also be used to augment other field initiatives that need funding.
 - b. 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 maintenance and other operating expenses (MOOE)
 - vi. honorarium for resource speakers based on the guidelines set by the Department of Budget and Management (DBM)
2. Learner Support Program (LSP) funds are under the Maintenance and Other Operating Expenses (MOOE) allotment class. Therefore, the acquisition of equipment shall not exceed the amount of Fifty Thousand Pesos (P50,000.00) threshold approved by the Commission of Audit (COA) for individual assets recognized as plant, property, and equipment as prescribed in the Government Accounting Manual (GAM).
3. The utilization of this fund shall be subject to the standard accounting and auditing rules and regulations and the Government Procurement Reform Act (R.A. No. 9184).
4. 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.
5. 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.

V. Validity of Funds

The allocated funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2023 GAA, shall be valid until December 31, 2024, pursuant to DBM National Budget Circular No. 590, dated January 3, 2023.

VI. Monitoring and Evaluation

1. For the effective monitoring of the utilization of the released amount, the ROs shall submit to the CO through the Accounting Division, copy furnished the Office of the Undersecretary for Operations, Office of the Undersecretary for Finance, Bureau of Learner Support Services – Office of the Director and

Youth Formation Division, year-end reports on the status of the implementation of the PSF in their respective regions, the template for which is attached as Annex C.

2. The Department of Education, Office of the Undersecretary for Operations, through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of this guidelines to be consolidated by the Regional Youth Formation Coordinators and the involved Division Youth Formation Coordinators.

VII. Effectivity

These guidelines shall take effect immediately upon issuance.