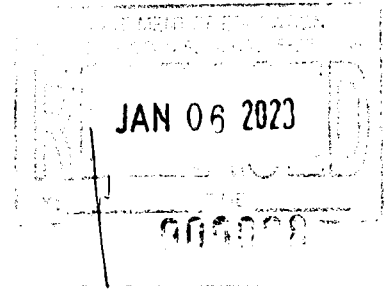




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



January 4, 2023

**REGIONAL MEMORANDUM**

No. 008-2023

**SUBMISSION OF CONSOLIDATED YOUTH FORMATION DIVISION ACCOMPLISHMENT  
REPORT AND MEANS OF VERIFICATION FOR FY 2022**

To: All Schools Division Superintendents  
Division Youth Formation Coordinators  
All Others Concerned

1. The Office of the Assistant Secretary for Youth Affairs and Special Concerns-Youth Formation Division (OASYASC-YFD) is monitoring the activities and implementation of Youth Formation Programs in the region and division levels such as: a) Student Government Program (SPG/SSG) b) National Greening Program (GPP, SIGA, YES-O) c) Civic Engagement Program (BKD, Boy Scout/Girl Scout) d) Allyship Programs (Mental Health, Adolescent Reproductive Health, Indigenous People, Child Right and Child Protection) e) Youth Formation Training and Capacity Building f) Monitoring and Evaluation Conducted, and g) Other Youth Formation Activities conducted in partnership with other stakeholders.

2. In this light, the Education Support Service Division through Special Programs and Projects requests all Division Youth Formation Coordinators to submit a video, activity report and action photos as means of verification (MOV) on or before **January 25, 2022**. Please refer to **Annex A and B** for guidelines in the creation of the accomplishment video and submission of MOVs. Furthermore, the requested videos and MOVs will be archived and used in the creation of the Youth Formation Division (YFD) Information, Education and Communication (IECs) and accomplishment report.

3. For any clarification, you may contact Ms. Mayclaire Jimenez of the Education Support Service Division, DepEd Regional Office at 09178592657 or through electronic mail at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph).

4. For immediate dissemination and strict compliance.

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





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**Annex A**

**Guidelines in the Creation and of the Division  
Accomplishment Report Video**

1. Prepare a 3-5 minute video presentation highlighting the FY 2022 accomplishment of the whole division following programs:
  - a. Student Government Program (SPG/SSG)
  - b. National Greening Program (GPP, SIGA , YES-O)
  - c. Civic Engagement Program (BKD, Boy Scout/Girl Scout)
  - d. Allyship Programs (Mental Health, Adolescent Reproductive Health, Indigenous People, Child Right and Child Protection)
  - e. Youth Formation Training and Capacity Building
  - f. Monitoring and Evaluation Conducted
2. Include notable PPAs implemented by the Division Offices based on the aboved mention programs.
3. Include short description of the featured PPAs
4. Watermark should not be used in the video
5. For images to be included in the video, use action photos
6. Use background music that are free to use or use original music
7. Video must be recorded in the following specification:
  - a. Video resolution : 1080 x 1920
  - b. Aspect Ratio : 16:9
  - c. Video Format : MP 4
8. For easier identification, use the file name convention:  
**Region\_YFD Accomplishment Report**  
Ex. CAR\_YFD -Accomplishment Report
9. Submit the accomplishment video at [oasyasc.yfd@deped.gov.ph](mailto:oasyasc.yfd@deped.gov.ph) and [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph)



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**Annex B**

**Guidelines in the Creation and Submission of the  
Division Accomplishment Report Video**

1. Follow the link provided : [https://tinyurl.com/2022Accomplishmnet Report](https://tinyurl.com/2022AccomplishmnetReport).
  2. Create a google folder for your division to upload MOVs.
  3. Inside the created folder, prepare 1 folder for each division office.
  4. Upload all MOV's from the Division Offices (Activity Report, and action photos)
  5. One (1) activity report only per division office.
  6. In the activity report, indicate the title, date and a description of all activities conducted.
  7. Rename all photos based on the title of the activities.
- A. File convention: Title of the Activity -#(Ex. SPG/SSG Election \_1)