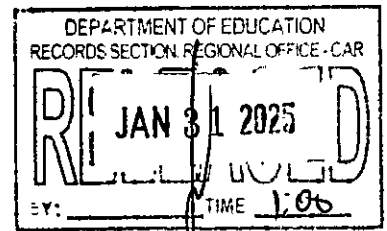




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

ESSD-RM-25-83



30 January 2025

REGIONAL MEMORANDUM

No: 074-2025

**SUBMISSION OF ACTIVITY AND UTILIZATION REPORT FOR THE PROGRAM
SUPPORT FUND ON THE IMPLEMENTATION OF CHILD PROTECTION AND
YOUTH FORMATION PROGRAM FY 2024**

To: Assistant Regional Director
Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned

1. In reference to Regional Memorandum (RM) No. 342, 2024, titled "Downloading of Learner Rights and Protection Program Support Fund (PSF-LRPO) and Utilization Guidelines for Fiscal Year 2024", dated May 31, 2024, and OM-OUOPS-2024-11-02165, this Office, through the Education Support Services Division, requests the Schools Division Offices (SDOs) to submit an activity report and utilization report on the implementation of Child Protection and Youth Formation Program Fiscal Year 2024.
2. Schools Division Offices shall submit their reports through e-mail at car.essd@deped.gov.ph not later than February 5, 2025.
3. Schools Division Offices who have yet to conduct their activity should submit their reports within 30 days after the activity is conducted. Program implementation should strictly be in the first quarter of FY 2025.
4. Attached to this Memorandum are Regional Memorandum (RM) No. 342, 2024, OM-OUOPS-2024-11-02165, and the templates for the reports for your reference and guidance.
5. For concerns or clarifications, please contact Georgina C. Ducayso, Education Support Services Division Chief, at car.essd@deped.gov.ph or Mayclaire A. Jimenez, Regional Learner Rights and Protection Focal Person and Youth Formation Coordinator, through e-mail at mayclaire.jimenez@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum is desired.


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

Reference: As Stated
Enclosure: As Stated

*ESSD/GCD/mjp Submission of Activity and Utilization Report FY 2024
January 30, 2025*



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422-1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



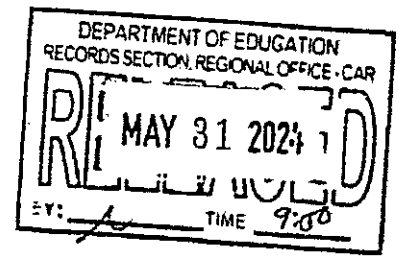
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Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



30 May 2024

REGIONAL MEMORANDUM

No. ~~342-2024~~

DOWNLOADING OF LEARNER RIGHTS AND PROTECTION PROGRAM SUPPORT FUND (PSF-LRPO) AND UTILIZATION GUIDELINES FOR FISCAL YEAR 2024

To: Assistant Regional Director
 Schools Division Superintendents
 Division LRPO Focal Persons
 All Others Concerned

1. This office downloaded to the Schools Division Offices the Program Support Fund (PSF) for the implementation of the Learner Right Protection Program with the following breakdown:

Division	Amount
Abra	Php 230,000
Apayao	230,000
Baguio City	230,000
Benguet	230,000
Ifugao	230,000
Kalinga	230,000
Mountain Province	230,000
Tabuk City	230,000
TOTAL	1,840,000

2. The guidelines on the utilization, monitoring and reporting of the Program Support Fund are attached to this memorandum for your guidance and reference (OM-OUOPS No. 2024-05-02667 and OM-OUOPS-2024-05-01206).

3. Each division shall submit an Approved Activity Report, including supporting documentation i.e. photos and/or videos (**attached as Enclosure A**) and Utilization Report (**attached as Enclosure B**) on or before October 15, 2024.

4. SDOs are reminded to adhere strictly to the guidelines and to the format of the reports outlined in the Enclosures.

5. For concerns and clarifications, please contact Georgina C. Ducayso, Chief of ESSD via email car.essd@deped.gov.ph.

6. Immediate dissemination of this Memorandum is directed.


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

Enclosures: As Stated

ESSD/GCD/mar Downloading of PSF-LRPO and Utilization Guidelines
 May 30, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph

 DepEd Tayo Cordillera  <https://depedcar.ph>



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Department of Education

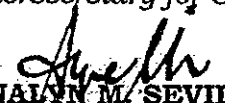
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-|| - 02165

TO : REGIONAL DIRECTORS
REGIONAL YOUTH FORMATION COORDINATORS
ALL OTHERS CONCERNED

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


ANNALIN M. SEVILLA, *TOE*
Undersecretary for Finance

SUBJECT : IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION, AND REPORTING OF
PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION
OF YOUTH FORMATION PROGRAMS FOR FY 2024

DATE : March 5, 2024

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) is mandated to develop and recommend policies, standards, and guidelines to enable DepEd units in the efficient implementation of youth-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 the youth 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.yfd@deped.gov.ph.

For immediate dissemination and compliance.

Enclosure to OUOPS Memorandum No. 2024-0_____

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF LEARNER FORMATION PROGRAMS FOR FY 2024

I. Rationale

1. 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.
2. 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.
3. 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.
4. Section 35 of the 2024 National Expenditure Program (NEP) states that *“all agencies of the government are encouraged to provide allocations for youth development projects and activities within the framework of the Philippine Youth Development Plan.”*
5. Section 15 under the DepEd Special Provisions in the 2024 General Appropriations Act stipulates that an *“amount of two hundred ten million pesos (P210,000,000) appropriated herein under the Learner Support Program shall be used by the DepEd to fulfill its functions under Section 34 of RA 11036 (Mental Health Act) to support the schools in the development and implementation of a school based mental health program, as well as ensuring mental health and psychosocial support services for learners”.*

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 2024.

III. Allocation of Fund Support

1. Program support funds shall be allocated for all regions and divisions, including other field-initiated activities as indicated in Annex A.
2. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office (CO) to the Regional Offices (ROs).
3. 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. In compliance with the Special Provisions under the 2024 GAA, learner support programs should include **promotions, advocacies or strategies that promote the realization of mental health and well-being in educational institutions** pursuant to Section 34 of RA 11036, which will be integrated in the **implementation, monitoring, and evaluation of initiatives for learner formation** in compliance with its corresponding and succeeding governing policies for implementation, such as but not limited to:
 - a. Learner Government Program, pursuant to DepEd Order No. 47, s. 2014, DepEd Memorandum No. 55, s. 2021, and OUOPS Memorandum dated May 5, 2023.
 - b. Career Guidance Program, pursuant to Republic Act No. 11206 and Joint Memorandum OUOPS-OUCT No. 2023-03-8149 dated September 4, 2023.
 - c. Leadership, advocacies and campaigns, development programs, which includes the Youth for Environment in Schools Organization (YES-O), Barkada Kontra Droga (BKD) Program and other initiatives in support of the provisions under Section 35 of the 2024 National Expenditure Program
 - d. Project and activities in support to the conduct of National Students' Day pursuant to RA No. 11369
 - e. Other learner formation activities governed by additional policies to be issued by DepEd
- ii. Regional Allocations may also be used to augment other division 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, venues, meals for staff and participants 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), including pre-activities and post-activities related to the conduct of events
 - v. assistance to schools that will be used relative to the conduct of the event.
 - vi. 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)
 - vii. 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 current funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2024 GAA, shall be valid until December 31, 2025, pursuant to DBM National Budget Circular No. 592, dated January 2, 2024.

Allocated continuing funds part of the MOOE funds under the FY 2023 GAA, shall be valid until December 31, 2024, pursuant to DBM National 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 B.
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.

Annex A. Funding Allocation for Field Initiatives from FY 2024 Current Funds

Region	Regional Allocation (PhP)	No. of Divisions per Region	Allocation per Division (PhP)	Total Allocation for Divisions (PhP)	Total Allocation to be Downloaded to the Region (PhP)
I – Ilocos Region	1,650,000.00	14	300,000.00	4,200,000.00	5,850,000.00
II – Cagayan Valley	1,650,000.00	9	300,000.00	2,700,000.00	4,350,000.00
III – Central Luzon	1,650,000.00	21	300,000.00	6,300,000.00	7,950,000.00
IV-A – CALABARZON	1,650,000.00	23	300,000.00	6,900,000.00	8,550,000.00
IV-B – MIMAROPA	1,650,000.00	7	300,000.00	2,100,000.00	3,750,000.00
V – Bicol Region	1,650,000.00	13	300,000.00	3,900,000.00	5,550,000.00
VI – Western Visayas	1,650,000.00	21	300,000.00	6,300,000.00	7,950,000.00
VII – Central Visayas	1,650,000.00	20	300,000.00	6,000,000.00	7,650,000.00
VIII – Eastern Visayas	1,650,000.00	13	300,000.00	3,900,000.00	5,550,000.00
IX – Zamboanga Peninsula	1,650,000.00	8	300,000.00	2,400,000.00	4,050,000.00
X – Northern Mindanao	1,650,000.00	14	300,000.00	4,200,000.00	5,850,000.00
XI – Davao Region	1,650,000.00	11	300,000.00	3,300,000.00	4,950,000.00
XII – SOCCSKSARGEN	1,650,000.00	8	300,000.00	2,400,000.00	4,050,000.00
XIII – CARAGA	1,650,000.00	12	300,000.00	3,600,000.00	5,250,000.00
Cordillera Administrative Region (CAR)	1,650,000.00	8	300,000.00	2,400,000.00	4,050,000.00
National Capital Region (NCR)	1,650,000.00	16	300,000.00	4,800,000.00	6,450,000.00
TOTAL					91,800,000.00

**Funding Allocation for Major Activities from FY 2024 Current Funds and
FY 2023 Continuing Funds**

REGION	DIVISION	AMOUNT
Region I - Ilocos Region	Ilocos Norte	3,000,000.00
Region II - Cagayan Valley	Iligan City	2,000,000.00
Region VI - Western Visayas	Regional Office	6,500,000.00
Region VII - Central Visayas	Regional Office	20,000,000.00
Region XI - Davao Region	Regional Office	3,000,000.00
Cordillera Admin. Region (CAR)	Baguio City	5,000,000.00
National Capital Region (NCR)	Regional Office	3,000,000.00
	Pasig City	1,200,000.00
	Mandaluyong City	2,500,000.00

Funding Allocation for Select Field Initiatives from FY 2024 Current Funds

REGION	DIVISION	AMOUNT
Region II - Cagayan Valley	Iligan City	800,000.00
Region III - Central Luzon	Tarlac Province	1,300,000.00
Region IV-A - CaLaBaRZon	Dasmaringas City	3,600,000.00
Region VI - Western Visayas	Regional Office	2,300,000.00
Region VII - Central Visayas	Regional Office	2,426,000.00
National Capital Region (NCR)	ROP, Mandaluyong, Pasig, Quezon	6,800,000.00
		17,226,000.00

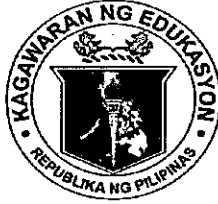
Funding Allocation for Select Field Initiatives from FY 2023 Continuing Funds

REGION	DIVISION	AMOUNT
Region III - Central Luzon	Tarlac Province, Zambales	2,550,000.00
Region IV-B - MiMaRoPa	Oriental Mindoro, Puerto Princesa	1,080,000.00
Region VI - Western Visayas	Regional Office Proper (ROP)	400,000.00
Region VIII - Eastern Visayas	Northern Samar	150,000.00
Region XI - Davao Region	Davao Del Sur	550,000.00
Region XII - SoCCSKSARGen	South Cotabato	400,000.00
Cordillera Admin. Region (CAR)	Baguio City	500,000.00
		5,630,000.00



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

ENCLOSURE A

	Republic of the Philippines Department of Education (Division) Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Effectivity Date:	
		Version No.	
		Revision No.	
		Page No.	
		Reference No.	

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY

I. Overview:

II. Objective:

III. Highlights of Activities:

IV. Outputs of the Activity


V. Recommendations / Relevant applications in DepEd

VI. Requested Actions (if any):

VII. Monitoring and Evaluation



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph

	Republic of the Philippines Department of Education (Division)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version No.	
		Revision No.	
		Page No.	
		Reference No.	

Total Number of Participants:

Name	Designation	Name of School	Year/s of service as CPC Member

VIII. Attachments (Check if Applicable)

Available	Photos
Available	PowerPoint Presentations
Available	Brochures / Toolkit
Available	Workshop/Activity Method
Available	Program of Activity
Available	Attendance Sheet
Others (Please Specify)	Kindly attach the Acknowledgement Receipt

Prepared by:

Approved by:

LRP Focal

Schools Division Superintendent

ENCLOSURE B



Republic of the Philippines
Department of Education
LEARNER RIGHTS AND PROTECTION OFFICE
 (DIVISION)



PROGRAM SUPPORT FUNDS FOR THE SCHOOL DIVISION OFFICE (SDO) OPERATIONS
RELATIVE TO LEARNER RIGHTS AND PROTECTION

I. Physical and Financial Accomplishments (Use additional sheet if necessary.)

Amount of PSF Received: Php _____	Date Received: Php _____	SUB-ARO No: _____																		
Amount Utilized: Php _____	Amount Liquidated: Php _____	Date of Liquidation: Php _____																		
Expenses: (Use additional sheets if necessary.)		Remarks:																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">Physical Accomplishments</th> <th colspan="3">Financial Accomplishments</th> </tr> <tr> <th>Target</th> <th>Actual</th> <th>%</th> <th>Target</th> <th>Actual</th> <th>%</th> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>			Physical Accomplishments			Financial Accomplishments			Target	Actual	%	Target	Actual	%						
Physical Accomplishments			Financial Accomplishments																	
Target	Actual	%	Target	Actual	%															

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

II. Issues, challenges, and other concerns (Use additional sheet if necessary.)

Operational Concerns/Issues

Policy-related Concerns/Issues

III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines
Department of Education
LEARNER RIGHTS AND PROTECTION OFFICE
(DIVISION)



ENCLOSURES:

The Implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the Schools Division Office of Masbate by the Learner Rights and Protection Office for the Conduct of Training Workshop for the Child Protection Committee on the Identified Concerns During the Psychological First Aid Conducted last April 2023, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

Prepared by:

Approved by:

LRP Division Focal Person

Schools Division Superintendent