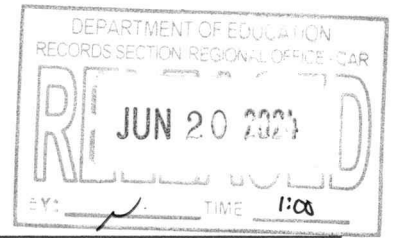




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



19 June 2024

**REGIONAL MEMORANDUM**

No. 396.2024

**DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR ADOLESCENT  
 REPRODUCTIVE HEALTH AND IMPLEMENTING GUIDELINES  
 FOR FISCAL YEAR 2024**

To: Assistant Regional Director  
 Schools Division Superintendents  
 School Health Personnel  
 All Others Concerned

1. This office will be downloading to the Schools Division Offices the Program Support Fund (PSF) for the implementation of the Adolescent Reproductive Health Program as follows:

Division	Reactivation of Learner Support Center (Teen Center/Teen Health Kiosk, etc)	Establishment of Learner Support Center	CSE-ARH convergence/ Referral Mechanisms	Capacity Building/ ARH Summit
Abra	50,000.00	50,000.00	230,000.00	60,000.00
Apayao	50,000.00	50,000.00	230,000.00	60,000.00
Baguio City	50,000.00	50,000.00	230,000.00	60,000.00
Benguet	50,000.00	50,000.00	230,000.00	60,000.00
Ifugao	50,000.00	50,000.00	230,000.00	60,000.00
Kalinga	50,000.00	50,000.00	230,000.00	60,000.00
Mountain Province	50,000.00	50,000.00	230,000.00	60,000.00
Tabuk City	50,000.00	50,000.00	230,000.00	60,000.00
<b>TOTAL:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>1,840,000.00</b>	<b>480,000.00</b>

2. The guidelines on the allocation, utilization, documentation and reporting of the Program Support Fund are attached to this memorandum for your guidance and reference.

3. For concerns and clarifications, please contact Georgina C. Ducayso, Chief of ESSD via email [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) or Raymond S. Damoslog, Medical Officer IV through email address [raymond.damoslog@deped.gov.ph](mailto:raymond.damoslog@deped.gov.ph) or mobile number 09071515678.



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DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION

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4. Immediate dissemination of this Memorandum is directed.

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

Enclosures: As Stated

*ESSD/GCD/rsd: "Downloading of ARH Support Fund and Implementing Guidelines for FY 2024"*  
*June 19, 2024*



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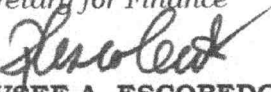
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024- -

TO : REGIONAL DIRECTORS  
EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND NUTRITION UNIT  
ADOLESCENT REPRODUCTIVE HEALTH PROGRAM COORDINATORS  
ALL OTHERS CONCERNED

FROM :   
ANNALYN M. SEVILLA  
Undersecretary for Finance

  
Atty. REVSEE A. ESCOBEDO  
Undersecretary for Operations

SUBJECT : IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF THE ADOLESCENT REPRODUCTIVE HEALTH PROGRAM FOR FY 2024

DATE : March 5, 2024

Pursuant to the mandate of the Department of Education to the Republic Act No. (R.A. No.)10354, titled Responsible Parenthood and Reproductive Health Act of 2012, RA No. 11166, titled The Philippine HIV and AIDS Policy Act, and in support of the implementation of the DepEd Order 31, series of 2018, titled Policy Guidelines in the Implementation of the Comprehensive Sexuality Education, through the **Bureau of Learner Support Services - School Health Division (BLSS-SHD)**, aims to strengthen its mandate to provide a supportive environment to learners and provide basic services in addressing adolescent reproductive health and related concerns in the school community.

To ensure the effective use of the resources, BLSS-SHD issues the implementing guidelines on the allocation, utilization, documentation, and reporting of the said PSF (**Annex A**) with the summarized breakdown of the PSF allocated per RO and SDO (**Annex B**).

For clarifications and concerns, please contact **Phanny S. Ramos**, Health Education and Promotion Officer III, BLSS-SHD through (02) 8632-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) (cc: [arh@deped.gov.ph](mailto:arh@deped.gov.ph)).

For immediate dissemination and compliance.

## Annex A

# IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF THE ADOLESCENT REPRODUCTIVE HEALTH (ARH) PROGRAM FOR FY 2024

## I. Rationale

Under the Republic Act 10354 or the Responsible Parenthood and Reproductive Health (RPRH) Law of 2012 and its Implementing Rules and Regulations (IRR), the Department is mandated to give adolescents an age-and-development-appropriate reproductive health education. Integration of responsible parenthood and reproductive health information in formal, non-formal, and indigenous learning, and supportive school environment. The Department of Education, in response to the first two (2) mandates, issued the DepEd Order 31 s. 2018 entitled Policy and Guidelines on Comprehensive Sexuality Education to Integrate Key Reproductive Health Concepts in the Kindergarten Curriculum to Grade 12. The DepEd Order 28, s. 2018, or the *Oplan Kalusugan sa DepEd* was issued, where Adolescent Reproductive Health is one of the flagship programs, in response to the third mandate of RPRH law, which aims to provide the following supportive school environment: (a) Facilities for information, which includes the prevention of risky behaviors, including addiction and the prevention of STIs; (b) Counseling and psychosocial support services or provision of psychosocial screening or rapid HEEDSSS and assessment or a comprehensive interview to learners identified with risky behaviors and RPRH concerns.

Moreover, the Joint Memorandum 003, s. 2021: Comprehensive Sexuality Education-Adolescent Reproductive Health (CSE-ARH) Convergence was also issued. The CSE focuses on integrating scientific, age- and developmentally appropriate, and culturally and gender-responsive information on the cognitive, emotional, physical, and social aspects of sexuality in the *Matatag* Curriculum. At the same time, the ARH focuses on establishing a friendly adolescent health facility of information for responsible parenthood and reproductive health concerns, including capacity building and health promotion activities for learners and DepEd personnel, also on ensuring the provision of counseling and proper referral mechanism of schools for learners' reproductive health concerns to community health service providers.

In addition, **Republic Act No. 11975** or the General Appropriations Act of 2024 includes the following **special provision**: "*Appropriation for Adolescent Reproductive Health Program. The amount of at least One Hundred Million Pesos (P100,000,000) appropriated herein under the Learner Support Programs shall be used for the implementation of services and programs on adolescent reproductive health in accordance with the provisions of R.A. 10354 (The Responsible Parenthood and Reproductive Health Act of 2012) and R.A 11166 (Philippine HIV and AIDS Policy Act) to ensure the functionality of the teen centers in all public schools.*"

Consistent with this, among the priorities laid down by the Secretary as part of the MATATAG Agenda is to *TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment*. This includes, among others, strengthening mechanisms against all forms of discrimination and dangers, improving learning environments, and ensuring all learners have access to relevant services (psychosocial screening and assessment), guidance, and referral.

Given the above-mentioned legal bases and policy frameworks, field offices, through the School Health and Nutrition (SHN) Sections/Units of the Regional Offices (ROs) and Schools Division Offices (SDOs), will require greater resource support in their implementation of their respective activities related to the program.



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Doc. Ref. Code	DM-OUOPS	Rev.	01
Effectivity	03.23.23	Page	2 of 13



Therefore, these guidelines are issued to prescribe general policies for implementing the ARH Program. This will ensure that all concerned offices can abide by the processes and responsibilities in the PSFs' release, allocation, utilization, and liquidation or reporting. This will also provide the Central Office (CO) with an oversight mechanism for the program implementation.

## II. Scope

- 2.1 This policy provides guidelines to the ROs and SDOs on the implementation of the ARH Program in DepEd. It covers mechanisms for the release, allocation, utilization, and monitoring and evaluation of the ARH Program.

## III. Project Identification

- 3.1 In order to facilitate an evidence-based decision-making process, the projects must directly address the adolescent reproductive health challenges.
- 3.2 The Regional/Division ARH Program focal shall prepare and submit the project proposal based on the signed action plan for FY 2024. The project proposal shall be signed by the Regional Director/School Division Superintendent (SDS).

## IV. Funding Requirement

- 4.1 The funding for the implementation of this policy shall be sourced primarily from the LSP. For FY 2024, a total amount of Php97,500,000.00 shall be downloaded to the ROs. The allocation per RO is attached as Annex "B".
- 4.2 The ROs may further download to the SDOs where applicable. The Regional Director shall be responsible for determining the most equitable distribution of funds among the SDOs.
- 4.3 In cases where the total funds downloaded to ROs are already fully utilized, the Regional Director may request additional funds from the CO through the submission of the following subject to the availability of funds:
  - a. Letter request signed by the Regional Director with justification for the request for additional funds.
  - b. Certification that the total amount downloaded for the implementation of ARH Program to the ROs are fully obligated, certified by the Finance Officer in the RO.
  - c. If approved, the Undersecretary and/ or the Assistant Secretary concerned, with the endorsement of the BLSS, shall recommend the request to the Office of the Undersecretary of Finance for the downloading of additional funds.

## V. Allowable Activities

- 5.1 Activities related to the ARH Program for the functional CSE-ARH convergence and of reactivation and establishment of the Learner Support Center (e.g. Teen Center, Teen Health Kiosk, TeenDig, KADA center, etc.) respectively;
- 5.2 Consultations with the internal and external partners (health and non-health service providers);
- 5.3 Creation of the Regional and Division Technical Working Group (TWG) and

identification of their roles and responsibilities;

- 5.4 Refurbishment, reactivation, or establishment of School-Based Learner Support Center (teen center/ teen health kiosk/ TeenDig/ KADA center, etc.);

Guidelines on the establishment, reactivation, and operationalization of the School-based Learner Support Center will be issued separately.

- 5.5 Conduct training, workshops, seminars, awareness campaigns, fora, orientation/capacity building, and other related RPRH activities to the Adolescent Reproductive Health Program Coordinators, Guidance Counselors, and Guidance Advocates or Designates - for the implementation of the program; to the parents - for the support and provision of consent on the services to be provided to their children in schools; and to the learners - for empowering them as peer educators/navigators;
- 5.6 Conduct of Psychosocial Screening (Rapid HEEADSSS) and Assessment (Comprehensive HEEADSSS Interview);
- 5.7 Conduct health education and campaigns on ARH-related topics and health celebrations;
- 5.8 Promotion and dissemination of Social Behavioral Change (SBC) online resources (I Choose #MalayaAkongMaging and Oky Philippines Menstrual Tracker application);
- 5.9 Conduct of monitoring and evaluation, including but not limited to monitoring of school activities, functionality of the Learner Support Center, and access to services; analysis and evaluation of data gathered; program implementation review; and the provision of technical assistance to the ARH Coordinators for the improvement on the implementation of the program;
- 5.10 Conduct action research and or video materials that show the impact of the program (attendance, performance, reached demand-generation, services, & referral); and
- 5.11 Conduct of learners' summit (peer navigators' orientation) on Health and Wellness Programs.
- 5.12 The BLSS-SHD must be informed of the schedules of the regional training/orientation for them to provide technical assistance and monitor the fidelity of the training.

## VI. Eligible Expenses

- 6.1 Procurement of supplies and equipment essential for the operations of the Health and Wellness Hub (i.e., table, chairs, sofa, guitar, board games, desktop, printer, fixtures, office supplies, and other campaign and educational materials for reading and teaching, learning materials, and references);
- 6.2 Printing/reproduction and dissemination of screening tools, existing booklets & other materials on health and wellness programs (School Mental Health, National Drug Education Program, and ARH);
- 6.3 Travel or transportation expenses for the attendance to the national/regional activities (RO/SDO is requested to augment any fund shortages that may occur subject to the usual accounting and auditing rules and regulations), and

communication expenses;

- 6.4 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);
- 6.5 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);
- 6.6 Honorarium for resource speakers subject to Development Budget and Management (DBM) Budget Circular No. 2007-1, Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators;
- 6.7 The procurement of semi-expendable tangible assets shall be below the capitalization threshold of fifty thousand pesos (Php50,000.00), as prescribed in the Government Accounting Manual.

#### **VII. Utilization of Program Support Funds**

- 7.1 The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
- 7.2 The Learners Support Program funds provided herein shall be valid for obligation and disbursement until December 31, 2025.

#### **VIII. Monitoring and Evaluation**

- 8.1 For the effective monitoring of the downloaded funds, ROs shall submit year-end reports on the implementation of the program to the CO through the BLSS-OD and SHD, copy furnished to the Office of the Undersecretary for Operations and Office of the Assistant Secretary for Operations.

A separate memorandum will be issued to provide further guidance on the accomplishment and submission of reports.

- 8.2 The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the compliance of the project implementation of these guidelines.

Region	# of SDOs	Schools Division Office	Regional Capacity Building / ARH Summit	Reactivation of Learner Support Center (Teen Center/ Teen Health Kiosk, etc)	Establishment of Learner Support Center	CSE-ARH convergence / Referral Mechanisms	SUB-TOTAL AMOUNT
Region XII		Sultan Kudarat		50,000	50,000	230,000	330,000
Region XII		Tacurong City*		50,000	50,000	200,000	300,000
<b>Caraga</b>			<b>550,000</b>	<b>600,000</b>	<b>600,000</b>	<b>2,670,000</b>	<b>4,420,000</b>
Caraga	12	Agusan Del Norte		50,000	50,000	230,000	330,000
Caraga		Agusan Del Sur		50,000	50,000	230,000	330,000
Caraga		Bayugan City		50,000	50,000	200,000	300,000
Caraga		Bislig City		50,000	50,000	230,000	330,000
Caraga		Butuan City		50,000	50,000	230,000	330,000
Caraga		Cabadbaran City		50,000	50,000	200,000	300,000
Caraga		Province of Dinagat Island		50,000	50,000	230,000	330,000
Caraga		Siargao		50,000	50,000	230,000	330,000
Caraga		Surigao City		50,000	50,000	230,000	330,000
Caraga		Surigao del Norte		50,000	50,000	230,000	330,000
Caraga		Surigao del Sur		50,000	50,000	230,000	330,000
Caraga		Tandag City		50,000	50,000	200,000	300,000
<b>CAR</b>			<b>500,000</b>	<b>400,000</b>	<b>400,000</b>	<b>1,840,000</b>	<b>3,140,000</b>
CAR	8	Abra		50,000	50,000	230,000	330,000
CAR		Apayao		50,000	50,000	230,000	330,000
CAR		Baguio City		50,000	50,000	230,000	330,000
CAR		Benguet		50,000	50,000	230,000	330,000
CAR		Ifugao		50,000	50,000	230,000	330,000
CAR		Kalinga		50,000	50,000	230,000	330,000
CAR		Mt. Province		50,000	50,000	230,000	330,000
CAR		Tabuk City		50,000	50,000	230,000	330,000
<b>NCR</b>			<b>700,000</b>	<b>800,000</b>	<b>800,000</b>	<b>3,710,000</b>	<b>6,010,000</b>
NCR	16	Caloocan		50,000	50,000	250,000	350,000
NCR		Las Piñas City		50,000	50,000	230,000	330,000
NCR		Makati City		50,000	50,000	230,000	330,000
NCR		Malabon City		50,000	50,000	230,000	330,000
NCR		Navotas City		50,000	50,000	230,000	330,000
NCR		Mandaluyong City		50,000	50,000	230,000	330,000
NCR		Manila		50,000	50,000	250,000	350,000
NCR		Marikina City		50,000	50,000	230,000	330,000