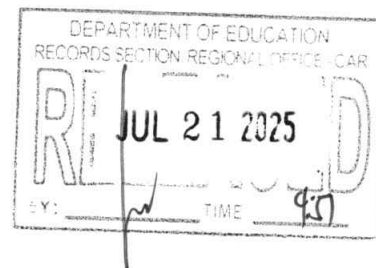




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



21 July 2025

**REGIONAL MEMORANDUM**

No. 529.2025

**DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR THE CONDUCT OF THE  
DIVISION YOUTH FORMATION, CAREER GUIDANCE PROGRAM, MENTAL  
HEALTH TRAINING AND CAPACITY BUILDING**

1. This office downloads to the Schools Division Offices (SDOs) the Program Support Funds for the conduct of the Division Youth Formation -Related, Career Guidance Program-Related and Mental Health -Related Training and Capacity Building.

2. Below is the allocation of funds per division for your reference and guidance.

<b>SCHOOLS DIVISION OFFICE</b>	<b>TOTAL</b>
ABRA	500,000.00
APAYAO	500,000.00
BAGUIO CITY	500,000.00
BENGUET	500,000.00
IFUGAO	500,000.00
KALINGA	500,000.00
MOUNTAIN PROVINCE	500,000.00
TABUK CITY	500,000.00
<b>TOTAL</b>	<b>4,000,000.00</b>

3. The allotment shall be used solely for the purposes indicated and disbursement shall be subject to existing budgeting, accounting and auditing rules and regulations. Schools Division Offices shall submit revised Work and Financial Plan 2025 based on the new guidelines through e-mail at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph).

4. Schools Division Offices shall submit activity and utilization reports within 30 days after program implementation.

5. Attached is Annex B of OM-OUPS-2025-07-02351 for your reference.

6. For concerns and clarifications, you may contact Georgina C. Ducayso, Education Support Services Division -Chief, at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) or Mayclaire Aquino-Jimenez, Project Development Officer IV, through email address [mayclaire.jimenez@deped.gov.ph](mailto:mayclaire.jimenez@deped.gov.ph) or mobile number 09178592657.

7. Immediate dissemination of and compliance with this Memorandum is desired.

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

ESSD/GCD/Maj: Downloading of PSF-YFD Fund  
July 21, 2025



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



DepEd Tayo Cordillera



<https://depedcar.ph>



## ANNEX B

### Guidelines on the Implementation of Learner Formation Programs

These guidelines shall apply to the funds provided to field offices for the conduct of activities related to the implementation of Learner Formation Programs. The following are the **allowable/prescribed activities**:

1. Implementation, monitoring, and evaluation of projects, activities, and other initiatives under learner formation program in compliance with their corresponding and succeeding governing policies, such as but not limited to:
  - a. Career Guidance Program, pursuant to RA 11206 and Joint Memorandum OUOPS-OUCT No. 2023-03-8149 dated September 4, 2023, which includes career advocacies (e.g. career fair, symposiums), career consultation, career counseling, and other CGP-related activities;
  - b. Learner Government Program, pursuant to DO 47, s. 2014, DepEd Memorandum No. 55, s. 2021, and OUOPS Memorandum No. 2023-03 dated May 5, 2023, which includes funding of projects and activities initiated by the National Federation of Supreme Secondary Learner Government, Regional Federation of Supreme Secondary Learner Government (RFSSLG) and the Division Federation of Supreme Secondary Learner Government (DFSSLG);
  - c. Leadership, Advocacies and Campaigns, and Development Program, which includes the Youth for Environment in Schools Organization (YES-O), *Barkada Kontra Bisyo* (BKB) (known as Barkada Kontra Droga), learner-initiated community projects, particularly those formed as outputs during the annual Learners' Convergence Philippines; and other initiatives in support of the Philippine Youth Development Plan (PYDP).
  - d. Projects and activities in support of the conduct of National Students' Day pursuant to RA 11369, and National Youth Day pursuant to Proclamation No. 229, s. 2002 and RA 11913.
2. Hosting of major Learner Formation activities (**Enclosure 3**) by selected ROs to be coordinated by the BLSS-YFD through separate correspondences and issuances;
3. The conduct of Regional Strategic Planning and Orientation for the School Based Training for Career Advocates Implementation in support of Career Guidance Program initiatives.
4. Local implementation of Learners' Convergence PH, Career Expo, YES-O Camp, *Barkada Kontra Bisyo* Convention, and AI Learners' Bootcamp.
5. Participation in national, regional, and division-initiated activities relative to learner formation.
6. Hiring of TAs under CoS to be assigned to work closely with the permanent personnel designated as the Regional Youth/Learner Formation Coordinator of

the RO-ESSDs to perform tasks related to coordinating/implementing the programs.

7. Regional allocations may also be used to augment other division field initiatives related to Learner Formation Programs that need funding.



Republic of the Philippines  
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA228 20000100006000 - Current Appropriations Learner Support Programs		<b>REFERENCE:</b> FY 2025 GAAAO dated 01/01/2025	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-CAR-25-03798
		<b>LEGAL BASIS:</b> FY 2025 GAA   R.A. No. 12116 (Current Appropriations)	<b>DATE:</b> 11-Jul-25
<b>FUND CODE:</b> 01101101	<b>ORGANIZATION CODE:</b> 070010100000		<b>FISCAL YEAR:</b> FY 2025
<b>PURPOSE:</b> <i>Trtransfer of Program Support Funds for the conduct of the Division YFD-Related, Career Guidance Program-Related and Mental Health-Related Training and Capacity Building.</i>			
<b>To: The Regional Director</b> Regional Office - CAR Wangal, La Trinidad, Benguet 070010300014			<b>Region :</b> <u>CAR</u>
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	4,000,000.00
<b>AMOUNT IN WORDS:</b> *** <i>Four Million Pesos Only</i> ***			<b>Total:</b> <u>4,000,000.00</u>
<b>NOTE:</b> The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

*7/14/2025*  
CHOLITA F. TIONG  
Chief Administrative Officer  
Budget Division

Approval for Transfer/Downloading of Funds:

*14 JUL 2025*  
ATTY. EDSON BYRON K. SY  
Assistant Secretary for Finance  
OIC, Office of the Undersecretary for Finance