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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0035
MEMORANDUM
05 March 2021

**For: Regional Directors
Schools Division Superintendents
Regional Youth Formation Coordinators
Division Youth Formation Coordinators**

**Subject: IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE
PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF
GULAYAN SA PAARALAN (GPP) FOR FY2021**

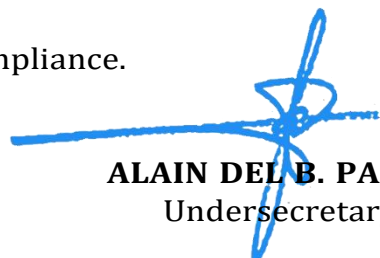
Gulayan sa Paaralan (GPP) is one of the sub-programs of the National Greening Program (NGP) of the Department of Education (DepEd) that aims to promote production of food that are rich in protein, carbohydrates, vitamin A, and iron as major components in school feeding. It covers the creation of vegetable gardens, vegetable and tree nurseries, tree planting, propagation of medicinal plants, composting, school landscape aesthetic vegetable development, crop museum, and related livelihood activities.

In this regard, DepEd through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) will provide program support funds to various schools for the establishment and improvement of GPP.

To ensure the proper, efficient, and effective utilization of the program support funds for selected schools, the Office of the Undersecretary for Administration (OUA) hereby issues the *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting for the Program Support Funds for the Implementation of GPP for FY2021*.

For more information, questions or concerns on the above-mentioned subject, please contact Ms. Gina Rullamas, Project Development Officer II of BLSS-YFD, through 0928 637 9814 or email at blssyfd.ngp@gmail.com.

For immediate dissemination and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

Annex A

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF GULAYAN SA PAARALAN (GPP) FOR FY2021

- I. School Selection Criteria for the Schools Division Office (SDO)
 - A. The school has minimal or no established GPP.
 - B. The school does not belong to the lighthouses and crop museums set by the Integrated School Nutrition Model (ISNM).
 - C. The school is located in a 4th-6th class municipality.
 - D. The school head has expressed interest in sustaining and improving the functionality of their GPP.
 - E. The school has a clearly identified or designated GPP Coordinator, also with expressed interest in sustaining and improving the functionality of their GPP.
 - F. The school has at least 200 square meters (one area or total area of small separate sites) of land area which they could develop into their GPP.
 - G. The identified GPP area has access to a water source.
 - H. The identified GPP area receives at least six (6) hours of direct sunlight.
 - I. The proposed GPP area is within the jurisdiction/ownership of the school. Otherwise, there should at least be a signed letter or memorandum of understanding (MOU) between the school and the land owner indicating the approval of use of the specific land area size for a specified time period.
 - J. The school has identified the vulnerabilities of the selected garden site to impacts of extreme weather conditions or climate change (e.g., prone to flooding during heavy rains, extreme soil drought during summer season, etc.).

The SDO shall disburse P25,000.00 directly to each selected school in coordination with their respective division budget and accounting offices.

II. Allowable Expenses

- A. purchase of gardening tools (e.g., fork, shovel, rake, hoe)
- B. purchase of vegetable/fruit saplings or seedlings
- C. labor expenses
- D. other related expenses in the establishment of GPP

III. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. 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.

IV. Judicious utilization of the fund is expected. Obligation, implementation, and payment shall be acquiescent to Executive Order (EO) No. 91, titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.



V. Responsibilities

- A. The Division Youth Formation Coordinators (YFCs) and the Division Finance Officers shall be accountable for the disbursement of the support funds downloaded to their respective offices.
- B. The selected schools with Program Support Funds shall submit narrative reports with photo documentation (before and after) and liquidation report upon completion of the project to the Division YFC for consolidation. The Division YFCs shall then submit the consolidated report to the concerned Regional YFC for compilation using the attached template (Annex 1). Regional YFCs shall submit the compiled report to BLSS-YFD at blssyfd.ngp@gmail.com every end of each quarter. Further, Regional and Division YFCs are directed to compile all original copies of the signed reports.
- C. The obligation and disbursement of funds shall be in accordance with applicable guidelines of DepEd, Commission on Audit (COA), and Department of Budget and Management (DBM).

VI. Monitoring and Evaluation

DepEd Central Office, through the BLSS-YFD, shall conduct regular monitoring of program implementation and fund utilization of Regional Offices (ROs) and SDOs.

VII. Effectivity

This set of guidelines shall take effect upon its approval.



Department of Education
 Bureau of Learner Support Services - Youth Formation
 Division

Allocation List for the Programs Support Funds for Gulayan sa Paaralan (GPP)

No.	Region	Division	No. of Schools	Amount (PhP)
1	CAR	Abra	5	125,000.00
2	CAR	Apayao	5	125,000.00
3	CAR	Benguet	6	150,000.00
4	CAR	Ifugao	5	125,000.00
5	CAR	Kalinga	5	125,000.00
6	CAR	Mt. Province	5	125,000.00
7	CAR	Tabuk City	5	125,000.00
8	Region 1	Ilocos Norte	6	150,000.00
9	Region 1	Ilocos Sur	6	150,000.00
10	Region 1	La Union	5	125,000.00
11	Region 1	Pangasinan I	5	125,000.00
12	Region 1	Pangasinan II	5	125,000.00
13	Region 2	Batanes	5	125,000.00
14	Region 2	Cagayan	6	150,000.00
15	Region 2	Isabela	6	150,000.00
16	Region 2	Nueva Vizcaya	5	125,000.00
17	Region 2	Quirino	5	125,000.00
18	Region 3	Aurora	5	125,000.00
19	Region 3	Bataan	5	125,000.00
20	Region 3	Bulacan	5	125,000.00
21	Region 3	Nueva Ecija	5	125,000.00
22	Region 3	Pampanga	5	125,000.00
23	Region 3	Tarlac	5	125,000.00
24	Region 3	Zambales	6	150,000.00
25	Region 4A	Batangas	5	125,000.00
26	Region 4A	Cavite	5	125,000.00
27	Region 4A	Laguna	5	125,000.00
28	Region 4A	Quezon	5	125,000.00
29	Region 4A	Rizal	5	125,000.00
30	Region 4B	Occidental Mindoro	6	150,000.00
31	Region 4B	Oriental Mindoro	5	125,000.00
32	Region 4B	Palawan	5	125,000.00
33	Region 4B	Romblon	6	150,000.00
34	Region 5	Albay	5	125,000.00
35	Region 5	Camarines Norte	5	125,000.00
36	Region 5	Camarines Sur	5	125,000.00
37	Region 5	Catanduanes	5	125,000.00
38	Region 5	Masbate	5	125,000.00
39	Region 5	Sorsogon	5	125,000.00
40	Region 6	Aklan	5	125,000.00
41	Region 6	Antique	5	125,000.00



Allocation List for the Programs Support Funds for Gulayan sa Paaralan (GPP)

No.	Region	Division	No. of Schools	Amount (PhP)
42	Region 6	Capiz	5	125,000.00
43	Region 6	Guimaras	5	125,000.00
44	Region 6	Iloilo	5	125,000.00
45	Region 6	Negros Occidental	5	125,000.00
46	Region 7	Bohol	5	125,000.00
47	Region 7	Cebu	5	125,000.00
48	Region 7	Negros Oriental	6	150,000.00
49	Region 7	Siquijor	5	125,000.00
50	Region 8	Biliran	5	125,000.00
51	Region 8	Eastern Samar	5	125,000.00
52	Region 8	Leyte	5	125,000.00
53	Region 8	Northern Samar	6	150,000.00
54	Region 8	Samar	5	125,000.00
55	Region 8	Southern Leyte	5	125,000.00
56	Region 9	Isabela City	5	125,000.00
57	Region 9	Zamboanga del Norte	6	150,000.00
58	Region 9	Zamboanga del Sur	6	150,000.00
59	Region 9	Zamboanga Sibugay	6	150,000.00
60	Region 10	Bukidnon	5	125,000.00
61	Region 10	Camiguin	5	125,000.00
62	Region 10	El Salvador	5	125,000.00
63	Region 10	Lanao del Norte	6	150,000.00
64	Region 10	Misamis Occidental	5	125,000.00
65	Region 10	Misamis Oriental	5	125,000.00
66	Region 11	Davao Occidental	5	125,000.00
67	Region 11	Davao Oriental	5	125,000.00
68	Region 11	Davao del Norte	5	125,000.00
69	Region 12	North Cotabato	6	150,000.00
70	Region 12	South Cotabato	6	150,000.00
71	CARAGA	Agusan del Norte	6	150,000.00
72	Region 12	Agusan del Sur	6	150,000.00
73	Region 12	Dinagat Island	5	125,000.00
74	Region 12	Siargao	5	125,000.00
75	Region 12	Surigao del Norte	6	150,000.00
76	Region 12	Surigao del Sur	6	150,000.00
		TOTAL	400	10,000,000.00



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