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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1020-0039**  
**MEMORANDUM**  
30 September 2020

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

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

The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) is mandated to empower Filipino children and youth who are responsible, hardworking, enterprising, persevering, value-driven, culturally rooted, equipped with world class skills, and imbued with values such as *Maka-Diyos, Maka-Tao, Maka-Kalikasan, and Maka-Bansa*.

In this regard, program support funds are provided to enable the regions and divisions to conduct various activities relating to Youth Formation.

The Department of Education (DepEd) issues the **Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds for the Implementation of Youth Formation Programs**.

This defines the processes and reportorial requirements to ensure the proper, efficient, and effective utilization of the program support funds for youth programs and activities of regions and divisions for Fiscal Year (FY) 2020.

For more information, contact the BLSS-YFD, DepEd Central Office, 4th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 8637-9814 or through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Immediate dissemination of this Memorandum is directed.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**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)]

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## **Annex A**

### General Guidelines

1. Regions and Divisions shall receive FY2020 Program Support Funds for the implementation of Youth Formation Programs. Funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office to the Regional Offices (RO).

The ROs shall issue a Sub-Allotment Release Order (Sub-ARO) to divisions corresponding to the allocation provided in Annex 1 (Allocation list per Region and Division). Coordination with region and division budget and accounting offices is advised.

### 2. Programs

- A. Planning, Monitoring, and Evaluation of Youth Formation Programs (YFP)
  - a. Implementation of but not limited to Student Government Program and Youth Environment in Schools (e.g., School Inside a Garden (SIGA), Gulayan sa Paaralan (GPP) and Youth Disaster Readiness Development Program (YDRDP).
  - b. Region, division and school Youth Formation Programs evaluation and planning activities; and
  - c. Monitoring visits on YFP implementation in the schools.
- B. Youth Formation Initiatives and Capacity Building in the New Normal
  - a. Implementation of Youth Formation related programs, projects and activities identified and initiated by divisions or regions for FY2020; and
  - b. Trainings and capacity building activities for YFD coordinators in divisions and schools when allowed by the local required health standards.

### 3. Allowable Expenses

1. Supplies and materials but not limited to purchase of technology-related devices (e.g., headset, mobile wifi);
2. Reproduction of materials;
3. Travel expenses related to the following activities, 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) and allowed by the local required health standards:
  - a. Planning, monitoring and evaluation of YFP implementation in schools conducted by YFD coordinators; and
  - b. Quarterly meetings and school visits of YFD coordinators.
4. Communication allowance of up to P1,000.00 per Youth Coordinator (PDO1) per month;
5. Honorarium for resource speakers based on the guidelines set by the Department of Budget and Management (DBM); and



6. Contingency to cover payment of miscellaneous expenses incidental to the conduct of activities, such as, gasoline, and other Maintenance and Other Operating Expenses (MOOE) expenses per Government Accounting Manual (GAM) Volume III.
4. Regions and Divisions may conduct Youth Formation Program activities at regional or division level. This will be based on the assessment and strategy of regional and division YFP Coordinators to ensure the efficiency of the conduct of the activity. Augmentation from other fund sources is encouraged to cover other expenses, if necessary.

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 guideline 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.

5. Judicious utilization of the fund is expected. Obligation, implementation, and payment shall be compliant to Executive Order (EO) No. 91, entitled “Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes.
6. Responsibilities
  - A. The Region and Division YFP coordinators may utilize the funds either through any mode of payment whichever is applicable – direct payment, cash advance, or through reimbursement;
  - B. The Region and Division YFP Coordinators in coordination with Region and Division Finance Officers shall be accountable for the disbursement and liquidation of funds support/downloaded to their respective offices;
  - C. Monitoring tools for the funds downloaded is provided as Annex 2. The Division YFD Coordinators shall submit the report to the concerned Regional YFD Coordinator for consolidation and submit to BLSS-YFD at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) and shall be supported with photo documentations; and Region and Division YFD Coordinators are directed to compile all original copies of the signed reports;
  - D. Obligation and disbursement of funds shall be in accordance with applicable DepEd, COA and DBM guidelines.

#### 7. Monitoring and Evaluation

The Central Office, through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) shall conduct regular monitoring of program implementation/fund utilization of RO and SDO.

#### 8. Effectivity

These guidelines shall take effect upon its approval.



Department of Education  
 Bureau of Learners Support Service - Youth Formation Division  
**FY 2020 Program Support Funds**

Region	Division	Funds Allocation
CAR	Regional Office	50,000.00
CAR	Abra	50,000.00
CAR	Apayao	50,000.00
CAR	Baguio City	50,000.00
CAR	Benguet	50,000.00
CAR	Ifugao	50,000.00
CAR	Kalinga	50,000.00
CAR	Mt. Province	50,000.00
CAR	Tabuk City	50,000.00
<b>Sub-total CAR</b>		<b>450,000.00</b>
CARAGA	Regional Office	50,000.00
CARAGA	Agusan del Norte	50,000.00
CARAGA	Agusan del Sur	50,000.00
CARAGA	Bayugan City	50,000.00
CARAGA	Bislig City	50,000.00
CARAGA	Butuan City	50,000.00
CARAGA	Cabadbaran City	50,000.00
CARAGA	Dinagat Island	50,000.00
CARAGA	Siargao	50,000.00
CARAGA	Surigao City	50,000.00
CARAGA	Surigao del Norte	50,000.00
CARAGA	Surigao del Sur	50,000.00
CARAGA	Tandag City	50,000.00
<b>Sub-total CARAGA</b>		<b>650,000.00</b>
NCR	Regional Office	50,000.00
NCR	Caloocan City	66,130.00
NCR	City of San Juan	50,000.00
NCR	Las Piñas City	50,000.00
NCR	Makati City	50,000.00
NCR	Malabon City	50,000.00
NCR	Mandaluyong City	50,000.00
NCR	Manila	66,129.00
NCR	Marikina City	50,000.00
NCR	Muntinlupa City	50,000.00
NCR	Navotas	50,000.00
NCR	Paranaque City	50,000.00
NCR	Pasay City	50,000.00
NCR	Pasig City	50,000.00
NCR	Quezon City	50,000.00
NCR	Taguig and Pateros	66,129.00
NCR	Valenzuela City	50,000.00
<b>Sub-total NCR</b>		<b>898,388.00</b>



Region	Division	Funds Allocation
Region I	Regional Office	50,000.00
Region I	Alaminos City	50,000.00
Region I	Batac City	50,000.00
Region I	Candon City	50,000.00
Region I	Dagupan City	50,000.00
Region I	Ilocos Norte	50,000.00
Region I	Ilocos Sur	50,000.00
Region I	La Union	50,000.00
Region I	Laoag City	50,000.00
Region I	Pangasinan I, Lingayen	66,129.00
Region I	Pangasinan II, Binalonan	66,129.00
Region I	San Carlos City	50,000.00
Region I	San Fernando City	50,000.00
Region I	Urdaneta City	50,000.00
Region I	Vigan City	50,000.00
<b>Sub-total Region I</b>		<b>782,258.00</b>
Region II	Regional Office	50,000.00
Region II	Batanes	50,000.00
Region II	Cagayan	66,129.00
Region II	Cauayan City	50,000.00
Region II	City of Ilagan	50,000.00
Region II	Isabela	66,129.00
Region II	Nueva Vizcaya	50,000.00
Region II	Quirino	50,000.00
Region II	Santiago City	50,000.00
Region II	Tuguegarao City	50,000.00
<b>Sub-total Region II</b>		<b>532,258.00</b>
Region III	Regional Office	50,000.00
Region III	Angeles City	50,000.00
Region III	Aurora	50,000.00
Region III	Balanga City	50,000.00
Region III	Bataan	50,000.00
Region III	Bulacan	66,129.00
Region III	Cabanatuan City	50,000.00
Region III	Gapan City	50,000.00
Region III	Mabalacat City	50,000.00
Region III	Malolos City	50,000.00
Region III	Meycauayan City	50,000.00
Region III	Munoz Science City	50,000.00
Region III	Nueva Ecija	66,129.00
Region III	Olongapo City	50,000.00
Region III	Pampanga	66,129.00
Region III	San Fernando City	50,000.00
Region III	San Jose City	50,000.00
Region III	San Jose del Monte City	50,000.00
Region III	Tarlac	66,129.00



Region	Division	Funds Allocation
Region III	Tarlac City	50,000.00
Region III	Zambales	50,000.00
<b>Sub-total Region III</b>		<b>1,114,516.00</b>
Region IV-A	Regional Office	50,000.00
Region IV-A	Antipolo City	50,000.00
Region IV-A	Bacoor City	50,000.00
Region IV-A	Batangas	66,129.00
Region IV-A	Batangas City	50,000.00
Region IV-A	Binan City	50,000.00
Region IV-A	Cabuyao City	50,000.00
Region IV-A	Calamba City	50,000.00
Region IV-A	Cavite	66,129.00
Region IV-A	Cavite City	50,000.00
Region IV-A	Dasmarinas City	50,000.00
Region IV-A	General Trias City	50,000.00
Region IV-A	Imus City	50,000.00
Region IV-A	Laguna	66,129.00
Region IV-A	Lipa City	50,000.00
Region IV-A	Lucena City	50,000.00
Region IV-A	Quezon	66,129.00
Region IV-A	Rizal	66,129.00
Region IV-A	San Pablo City	50,000.00
Region IV-A	Sta. Rosa City	50,000.00
Region IV-A	Tanauan City	50,000.00
Region IV-A	Tayabas City	50,000.00
<b>Sub-total Region IV-A</b>		<b>1,180,645.00</b>
Region IV-B	Regional Office	50,000.00
Region IV-B	Calapan City	50,000.00
Region IV-B	Marinduque	50,000.00
Region IV-B	Occidental Mindoro	50,000.00
Region IV-B	Oriental Mindoro	50,000.00
Region IV-B	Palawan	66,129.00
Region IV-B	Puerto Princesa City	50,000.00
Region IV-B	Romblon	50,000.00
<b>Sub-total Region IV-B</b>		<b>416,129.00</b>
Region V	Regional Office	50,000.00
Region V	Albay	66,129.00
Region V	Camarines Norte	50,000.00
Region V	Camarines Sur	66,129.00
Region V	Catanduanes	50,000.00
Region V	Iriga City	50,000.00
Region V	Legaspi City	50,000.00
Region V	Ligao City	50,000.00
Region V	Masbate	66,129.00
Region V	Masbate City	50,000.00
Region V	Naga City	50,000.00





Region	Division	Funds Allocation
Region V	Sorsogon	50,000.00
Region V	Sorsogon City	50,000.00
Region V	Tabaco City	50,000.00
<b>Sub-total Region V</b>		<b>748,387.00</b>
Region VI	Regional Office	50,000.00
Region VI	Aklan	50,000.00
Region VI	Antique	50,000.00
Region VI	Bacolod City	50,000.00
Region VI	Bago City	50,000.00
Region VI	Cadiz City	50,000.00
Region VI	Capiz	50,000.00
Region VI	Escalante City	50,000.00
Region VI	Guimaras	50,000.00
Region VI	Himamaylan City	50,000.00
Region VI	Iloilo	66,129.00
Region VI	Iloilo City	50,000.00
Region VI	Kabankalan City	50,000.00
Region VI	La Carlota City	50,000.00
Region VI	Negros Occidental	66,129.00
Region VI	Passi City	50,000.00
Region VI	Roxas City	50,000.00
Region VI	Sagay City	50,000.00
Region VI	San Carlos City	50,000.00
Region VI	Silay City	50,000.00
Region VI	Sipalay City	50,000.00
<b>Sub-total Region VI</b>		<b>1,082,258.00</b>
Region VII	Regional Office	50,000.00
Region VII	Bais City	50,000.00
Region VII	Bayawan City	50,000.00
Region VII	Bogo City	50,000.00
Region VII	Bohol	66,129.00
Region VII	Carcar City	50,000.00
Region VII	Cebu	66,129.00
Region VII	Cebu City	50,000.00
Region VII	City of Naga, Cebu	50,000.00
Region VII	Danao City	50,000.00
Region VII	Dumaguete City	50,000.00
Region VII	Guihulngan City	50,000.00
Region VII	Lapu-Lapu City	50,000.00
Region VII	Mandaue City	50,000.00
Region VII	Negros Oriental	66,129.00
Region VII	Siquijor	50,000.00
Region VII	Tagbilaran City	50,000.00
Region VII	Talisay City	50,000.00
Region VII	Tanjay City	50,000.00
Region VII	Toledo City	50,000.00



Region	Division	Funds Allocation
<b>Sub-total Region VII</b>		<b>1,048,387.00</b>
Region VIII	Regional Office	50,000.00
Region VIII	Baybay City	50,000.00
Region VIII	Biliran	50,000.00
Region VIII	Borongan City	50,000.00
Region VIII	Calbayog City	50,000.00
Region VIII	Catbalogan City	50,000.00
Region VIII	Eastern Samar	50,000.00
Region VIII	Leyte	66,129.00
Region VIII	Maasin City	50,000.00
Region VIII	Northern Samar	50,000.00
Region VIII	Ormoc City	50,000.00
Region VIII	Samar (Western Samar)	50,000.00
Region VIII	Southern Leyte	50,000.00
Region VIII	Tacloban City	50,000.00
<b>Sub-total Region VIII</b>		<b>716,129.00</b>
Region IX	Regional Office	50,000.00
Region IX	Dapitan City	50,000.00
Region IX	Dipolog City	50,000.00
Region IX	Isabela City	50,000.00
Region IX	Pagadian City	50,000.00
Region IX	Zamboanga City	50,000.00
Region IX	Zamboanga del Norte	66,129.00
Region IX	Zamboanga del Sur	66,129.00
Region IX	Zamboanga Sibugay	50,000.00
<b>Sub-total Region IX</b>		<b>482,258.00</b>
Region X	Regional Office	50,000.00
Region X	Bukidnon	66,129.00
Region X	Cagayan de Oro City	50,000.00
Region X	Camiguin	50,000.00
Region X	El Salvador	50,000.00
Region X	Gingoog City	50,000.00
Region X	Iligan City	50,000.00
Region X	Lanao del Norte	50,000.00
Region X	Malaybalay City	50,000.00
Region X	Misamis Occidental	50,000.00
Region X	Misamis Oriental	50,000.00
Region X	Oroquieta City	50,000.00
Region X	Ozamis City	50,000.00
Region X	Tangub City	50,000.00
Region X	Valencia City	50,000.00
<b>Sub-total Region X</b>		<b>766,129.00</b>
Region XI	Regional Office	50,000.00
Region XI	Compostela Valley	50,000.00
Region XI	Davao City	66,129.00
Region XI	Davao del Norte	50,000.00





Region	Division	Funds Allocation
Region XI	Davao del Sur	50,000.00
Region XI	Davao Occidental	50,000.00
Region XI	Davao Oriental	50,000.00
Region XI	Digos City	50,000.00
Region XI	Island Garden City of Samal	50,000.00
Region XI	Mati City	50,000.00
Region XI	Panabo City	50,000.00
Region XI	Tagum City	50,000.00
<b>Sub-total Region XI</b>		<b>616,129.00</b>
Region XII	Regional Office	50,000.00
Region XII	Cotabato City	50,000.00
Region XII	General Santos City	50,000.00
Region XII	Kidapawan City	50,000.00
Region XII	Koronadal City	50,000.00
Region XII	North Cotabato	66,129.00
Region XII	Sarangani	50,000.00
Region XII	South Cotabato	50,000.00
Region XII	Sultan Kudarat	50,000.00
Region XII	Tacurong City	50,000.00
<b>Sub-total Region XII</b>		<b>516,129.00</b>
<b>Grand Total</b>	<b>240</b>	<b>12,000,000.00</b>



## Annex 2: FY 2020 Region and Division Support Funds for Youth Formation Programs Monitoring

Region: \_\_\_\_\_

**Instructions:** Kindly read and follow the directions below.

1. This template shall be used by regions and divisions which received a program support fund for the conduct of **Youth Formation Programs**.
2. Instructions:
  - a. Program - identify which of the following major programs the activity/initiative fits: (1) Youth for Environment in Schools (2) Supreme Pupil Government /Supreme Student Government Program; (3) Child Protection; (4) Drug Abuse and Prevention; (5) Others, please specify
  - b. Outcome - the aftermath effects of the activity that may result into long-term impact. Such results may include cascading of the activity down the line, organized group of people for a certain cause, implementation of a certain plan produced during the conduct of the activity, etc;
  - c. Output - the direct effects of the activity: These may include no. of participants (total no. of participants and their designation), activity output (materials; policies, plans, etc. produced by the participants), Other (other output
3. Please submit the accomplished template and supporting photo documentations to BLSS-YFD at blss.yfd@deped.gov.ph in a quarterly basis. For divisions, please copy furnished the regional YFD coordinator.

Activity Information							Status of Fund Support				
Program	Outcome	Activity	Performance Indicator	Output	Activity Date	No. of Days	Fund Source	Sub-ARO No.	Amount	Amount Obligated as of (PHP)	Amount Liquidated as of (PHP)
<i>Example:</i>											
Youth Disaster Readiness Development Program	Learners and personnel are equipped with disaster preparedness knowledge and capacities	YDRDP Camp	No. of trained learners	100 learners	Jan. 1, 2020	5	FY 2020 Downloaded Funds	SARO No. 2020-02-0000	20,000.00	20,000.00	20,000.00
							Regional Office	N/A	30,000.00	30,000.00	30,000.00

PREPARED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

