



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



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OUA MEMO 00-0122-0101

MEMORANDUM

19 January 2022

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators**

Subject: **REITERATION OF THE INSTRUCTION TO SUBMIT REPORTS
ON THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT
FUNDS AND INFORMATION ON THE MONITORING OF YOUTH
FORMATION PROGRAMS**

This refers to the Office of the Undersecretary for Administration (OUA) Memorandum No. 00-1121-0186 titled *Submission of Reports on the Utilization of Downloaded Program Support Funds for the Implementation of Youth Formation Programs and Gulayan sa Paaralan Program* and Bureau of Learner Support Services (BLSS) Memorandum titled *Youth Formation Program Monitoring*.

In line with these issuances, the BLSS-Youth Formation Division (YFD) reminds all concerned to submit the following:

1. To be submitted by Schools Division Offices (SDOs) to Regional Offices (ROs)

- a. Accomplished and signed Activity Information Report and Summary of Expenditure (AIR_SOE) and School Information and Status of Fund Support Report (SI_SFSR)
- b. Activity/Narrative Report
- c. Photo documentation
- d. Data and information on the implementation of Supreme Pupil Government (SPG) and Supreme Student Government (SSG), Youth for Environment in Schools Organization (YES-O), and Barkada Kontra Droga (BKD)
- e. Official list of officers:
 - i. Division Federation Supreme Pupil Government (DFSPG)
 - ii. Division Federation Supreme Student Government (DFSSG)
 - iii. Division Federation for YES-O (Elementary and Secondary)
 - iv. Division Federation for BKD



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service
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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2. To be submitted by ROs to the YFD


- a. Accomplished and signed Consolidated Utilization Report (CUR) for Youth Formation Program (YFP) and Rehabilitation of Gulayan sa Paaralan (GPP)
- b. Consolidated data and information on the implementation of SPG and SSG, YES-O, and BKD
- c. Official list of officers:
 - i. Consolidated DFSPG
 - ii. Consolidated DFSSG
 - iii. Consolidated Division Federation for YES-O (Elementary and Secondary)
 - iv. Consolidated Division Federation for BKD
 - v. Regional Federation Supreme Pupil Government (RFSPG)
 - vi. Regional Federation Supreme Student Government (RFSSG)
 - vii. Regional Federation for YES-O (Elementary and Secondary)
 - viii. Regional Federation for BKD

In this light, the BLSS-YFD requests the full support and cooperation of all Youth Formation Coordinators for the submission of the abovementioned items.

For questions and concerns, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through (02) 8637 9814 or email at blss.yfd@deped.gov.ph (cc: Clare Michelle I. Paclibar, through 0977 256 7860 or email at clare.paclibar@deped.gov.ph).

For information and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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