



OUAD00-1121-0204
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1121-0204

MEMORANDUM

18 November 2021

For: **Regional Directors**
Regional Youth Formation Coordinators

Subject: **ACTION ON DATA AND DOCUMENTS RELATED TO NATIONAL BLSS-YFD PROGRAMS, PROJECTS, AND ACTIVITIES**

To ensure proper accounting and monitoring of all youth-related programs, projects, and activities (PPAs), the Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) requests the following from all offices concerned:

1. List of Youth Formation Coordinators (YFCs) who uploaded means of verification (MOVs) for national BLSS-YFD events and activities in the Google Drive for the period of September-November 2021 (to be submitted by Regional YFCs through email at yfd.monitoreval@gmail.com **not later than 15 December 2021**)
2. Uploading of the following by Project Development Officers (PDOs)/YFCs through https://bit.ly/SY2021-2022_Event_MOVs (Google Drive):
 - a. Division Memorandum
 - b. PubMat posting – screenshot of PubMats posted in the Division Facebook page
 - c. Photo documentation – picture/screenshot of actual event participation
 - d. Certificate of Participation
 - e. Share live events – screenshot of shared live event in the Division Facebook page (if applicable)
3. Updating of database of all YFCs at https://bit.ly/YFC_Database (Google Sheet):
 - a. Birthday
 - b. Item/position



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), 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



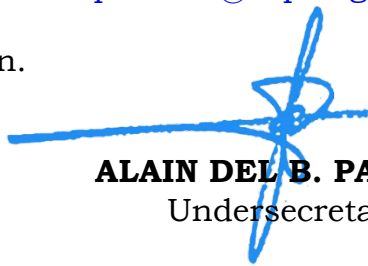
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- c. DepEd email address
- d. Contact number
- e. Areas of coordination
- f. Personal Facebook account link
- g. Date of appointment as PDO I/designation as YFC

For more information, questions or concerns, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0919 093 4914 or email at blss.yfd@deped.gov.ph (cc: Clare Michele Paclibar at clare.paclibar@deped.gov.ph)

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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