





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

YOUTH FORMATION DIVISION

MEMORANDUM

For : **REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER
SCHOOLS DIVISION SUPERINTENDENTS
YOUTH FORMATION COORDINATORS**
(Regional and Division)

From : 
JUAN VALERIANO C. RESPICIO IV
Assistant Secretary
Youth Affairs and Special Concerns 

Subject: **REITERATION ON THE SUBMISSION OF YOUTH
FORMATION DIVISION REPORTS**

Date : **25 March 2022**

Relative to the released Youth Formation Program Support Funds for FY 2021, the Office of the Assistant Secretary for Youth Affairs and Special Concerns – Youth Formation Division (OASYASC-YFD) reminds all concerned to submit the following reports at yfd.monitoreval@gmail.com **on or before 8 April 2022**, to wit:

1. Accomplished and signed Activity and Information Report
2. Summary of Expenditure (AIR_SOE)
3. School Information and Status of Fund Support Report (SI-SFSR)
4. Official List of Regional and Division Officers (i.e., SSG, SPG, YES-O, and BKD) (*Annex A*)

Furthermore, OASYASC-YFD requests the full support and cooperation of all Youth Formation Coordinators (YFCs) for the submission of the aforementioned reports.

For more information, questions, and concerns on this matter, please contact Ms. Gina B. Rullamas, OIC-Chief, of YFD, through (02) 8 637 9814 or email at blss.yfd@deped.gov.ph (cc: Clare Michelle I. Paclibar, though 0977 256-7860 or email at clare.paclibar@deped.gov.ph).

For information and compliance.




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Annex A

Data Tracker Links

No.	Google File	Links	Responsible
1	2021 Regional Federation Officers	https://bit.ly/Regional_Federation_Officers	Regional Youth Formation Coordinators
2	2021 Program Database and Division Federation Officers	https://bit.ly/Regional_DataDFO	Division Youth Formation Coordinators

Annex B



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kaibum

OUA MEMO 00-0122-0101
MEMORANDUM
19 January 2022

For: **Regional Directors and BARM 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



Office of the Undersecretary for Administration (OUA)
Administrative Service Unit, Information and Communications Technology Service, Disaster Risk Reduction and Management Service (DRRMSS), Bureau of Learner Support Services (BLSS), In-service Teachers' Camp (ITC), Central Security & Safety Office (CSSO)
Department of Education, Central Office, Manila Avenue, Pasig City
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Email: uasec.admin@deped.gov.ph; Facebook/Twitter @aepedtago



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 above-mentioned items.

For questions and concerns, please contact Mr. Ardit P. Aguilar, Chief of the BLSS YFD, through (02) 8637 9514 or email at hisa.yfd@deped.gov.ph or: Clare Michelle I. Pachuan, through (02) 256 7860 or email at clare.pachuan@deped.gov.ph

For information and compliance:


ALAN DEL O. PASCUA
Undersecretary