



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 23, 2021

**REGIONAL MEMORANDUM**

No. **001573**, s. 2021

**REGIONAL FIELD VISITS TO THE SCHOOL QUALIFIERS FOR THE  
NATIONAL GAWAD SIKLAB**

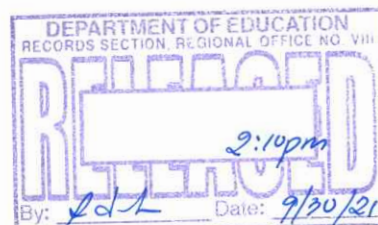
To: Schools Division Superintendents  
Regional and Division Youth Formation Coordinators  
All Others Concerned

1. Attached herewith is an approved proposal for the conduct of **Regional Field Visits to the School Qualifiers for the National Gawad Siklab** on October 22, 2021, subject to the approval of the IATF.
2. The objectives, participants, venue and protocols to be followed during the activity are stipulated in the attached activity proposal.
3. Further, support fund will be downloaded to the Schools Division Office of Leyte as the co-host of the activity for the procurement of meals (morning and afternoon snacks, and lunch).
4. For more queries, Emmanuel P. Firmo, Jr., Regional Youth Formation Focal Person can be reached at 09052627003 (globe) and 09463845606 (smart) or email at [essd.region8@deped.gov.ph](mailto:essd.region8@deped.gov.ph).
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosures: None  
References: None  
To be indicated in the Perpetual Index under the following subjects:  
YFD Filed Visits

ESSD-SPPSS-EPF





Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

---

## ACTIVITY PROPOSAL

**I. Title of Activity:** Regional Field Visits to the School Qualifiers for the National Gawad Siklab

**II. Objectives:**

- a. To benchmark on the best practices of school qualifiers to the National Gawad Siklab; and
- b. Share learning experiences on how to improve the implementation of Youth Formation Programs in the Region.

**III. Expected Output/s:**

-Documentation on the Best Practices of the two school qualifiers for the National Gawad Siklab.

**IV. Participants: (14 Pax)**

- 13 Division Youth Formation Coordinators from the Schools Divisions
- 1 Youth Formation Focal Person from the Regional Office

**V. Venue:**

1. Cabarasan Daku Elementary School, Palo, Leyte- Gawad Siklab National Qualifier under category on Best YES-O Implementer;
2. Cabacungan National High School, Dulag Leyte - Gawad Siklab National Qualifier under category on Best Barkada Kontra Droga Implementer.

**VI. Budgetary Requirement:**

- Funds amounting to Php 50,000.00 charged to OSEC-8-21-1493 – Support Funds for Youth Formation Programs will be downloaded to SDO Leyte for the procurement of Food (2 snacks and 1 lunch), tarpaulins, and other miscellaneous expenses.



---

**VII. Source of Funds:**

- OSEC-8-21-1493 – Support Funds for Youth Formation Programs

**VIII. IATF Conformance:**

- All participants must be fully vaccinated;
- Social distancing must be observed at all times;
- Wearing of facemask all the times is mandatory to all participants;
- Handshaking between participants are highly discouraged;
- Alcohol and hand sanitizers must be present at the venue;
- All participants must secure a medical certificate that he/she is not a closed contact nor a probable case of COVID-19.

Prepared by:

  
**EMMANUEL P. FIRMO, JR.**  
Regional Youth Formation Coordinator

Recommending Approval:

  
**CESAR P. VERUNQUE**  
Chief, ESSD

Approved:

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director



QUAD00-0421-0134  
To authenticate this document,  
please scan the QR Code



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

**OUA MEMO 00-0421-0134**  
**MEMORANDUM**  
27 April 2021

**For: Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Regional and 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 FOR FY2021**

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*, *makakalikasan*, and *makabansa*. In this regard, program support funds are provided to Regional Offices (ROs) and Schools Division Offices (SDOs) for them to conduct various youth formation activities.

With this, the Department of Education (DepEd) hereby issues the *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds for the Implementation of Youth Formation Programs*. This document defines the processes and reportorial requirements to ensure the proper, efficient, and effective utilization of the FY2021 Learner Support Program (LSP) funds for youth programs and activities of ROs and SDOs.

For more information, questions or concerns on the above-mentioned subject, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0915 566 9717 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate dissemination and compliance.

  
**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)]

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](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

**IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION,  
DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR  
THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY2021**

**I. Allocation of Fund Support**

1. The Regional Office (RO) and Schools Division Office (SDO) fund support allocation for FY2021 is provided in Annex A.
2. ROs and SDOs shall receive FY2021 Program Support Funds for the implementation of Youth Formation Programs (YFPs). Funds are released through a Sub-Allotment Release Order (Sub-ARO) from the Central Office to ROs.
3. The ROs shall issue a Sub-ARO to SDOs corresponding to the allocation provided in Annex A. Coordination with region and division budget and accounting offices is advised.

**II. Activities and Expenses**

1. These guidelines apply to funds provided to DepEd field offices for the implementation of YFPs which include, but are not limited to the following:

**a. Allowable Activities**

- i. implementation of Student Government, Youth for Environment in Schools Programs (e.g., tree planting, outreach program, School Inside a Garden, *Gulayan sa Paaralan*, Youth Disaster Readiness Development Program, etc.), Barkada Kontra Droga (BKD)-related activities, and Child Protection;
- ii. region, division and school YFP evaluation and planning activities;
- iii. visits for the monitoring of YFP implementation in schools, as applicable;
- iv. youth formation initiatives and capacity building in the context of the COVID-19 pandemic;
- v. trainings and capacity building activities for YFD coordinators in divisions and schools; and
- vi. quarterly meetings and school visits of YFD coordinators.

**b. Allowable Expenses**

- i. supplies and materials, but not limited to the purchase of technology-related devices (e.g., headset, mobile Wi-Fi);
- ii. reproduction of advocacy materials;
- iii. travel and miscellaneous expenses related to the activities mentioned above, 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*);



- iv. board and lodging of participants and management team, use of function room/s and other equipment subject to DepEd Order No. 02, s. 2018 titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks and Accommodation of Official Activities Organized and Conducted by the Department of Education)*;
- v. contingency to cover the payment of miscellaneous and incidental expenses to the conduct of activities, such as, communication expenses, gasoline and other Monitoring and Other Operating Expenses (MOOE). This is pursuant to DepEd Order No. 038, s. 2020 (*Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement*) and DepEd Order No. 0040, s. 2020 (*Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic*); and
- vi. honorarium for resource speakers based on the guidelines set by the Department of Budget and Management (DBM).

III. The implementation of the mentioned activities shall ensure compliance to health standards, protocols and policies set by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID), DepEd and COVID-19 related issuances.

IV. LSP funds are under MOOE allotment class. Therefore, acquisition of supplies and materials will not exceed P15,000.00 which is the threshold for individual asset recognized as plant, property and equipment as prescribed in the Government Accounting Manual (GAM) issued by the Commission of Audit (COA).

#### V. Responsibilities

1. ROs and SDOs are required to submit Obligation Reports from their respective budget offices to BLSS-YFD through email at [yfd.monitoreval@gmail.com](mailto:yfd.monitoreval@gmail.com) on a quarterly basis.
2. The Region and Division YFP Coordinators may utilize the funds either through direct payment, cash advance, reimbursement or whichever payment mode is applicable.
3. The Region and Division YFP Coordinators, together with Region and Division Finance Officers, shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices.



4. The monitoring tools for the downloaded funds is provided as Annex 2-4. The Division YFD Coordinators shall submit the accomplished report (SOE\_AIR) to the concerned Regional YFD Coordinator for consolidation and shall be supported with activity report and photo documentation. Then, the Regional YFD Coordinator shall submit the accomplished consolidated report (CUR) together with the supporting documents from the Division YFD Coordinators (accomplished SOE\_AIR, Activity Report, and photo documentation). Finally, the Region and Division YFD Coordinators are directed to compile all original copies of the signed reports.

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

VII. These guidelines shall take effect upon its approval.



OUAD00-0421-0134  
To authenticate this document  
please scan the QR Code

135	Region VIII	Borongan City	50,000.00
136	Region VIII	Calbayog City	50,000.00
137	Region VIII	Catbalogan City	50,000.00
138	Region VIII	Eastern Samar	50,000.00
139	Region VIII	Leyte	50,000.00
140	Region VIII	Maasin City	50,000.00
141	Region VIII	Northern Samar	50,000.00
142	Region VIII	Ormoc City	50,000.00
143	Region VIII	Samar (Western Samar)	50,000.00
144	Region VIII	Southern Leyte	50,000.00
145	Region VIII	Tacloban City	50,000.00
		<b>Sub-TOTAL - Region VIII</b>	<b>700,000.00</b>
146	Region IX	Regional Office Proper	50,000.00
147	Region IX	Dapitan City	50,000.00
148	Region IX	Dipolog City	50,000.00
149	Region IX	Isabela City	50,000.00
150	Region IX	Pagadian City	50,000.00
151	Region IX	Zamboanga City	50,000.00
152	Region IX	Zamboanga del Norte	50,000.00
153	Region IX	Zamboanga del Sur	50,000.00
154	Region IX	Zamboanga Sibugay	50,000.00
		<b>Sub-TOTAL - Region IX</b>	<b>450,000.00</b>
155	Region X	Regional Office Proper	50,000.00
156	Region X	Bukidnon	50,000.00







Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 BUDGET DIVISION - FINANCE SERVICE  
 CENTRAL OFFICE  
 DepEd Complex, Manila Avenue, Pasig City  
 Philippines 1505



**SUB-ALLOTMENT RELEASE ORDER**

Signature: *[Signature]*

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> <small>DOA 128</small> 210000100000000 - Current Appropriations Federal Support Programs		<b>REFERENCE:</b> FY 2021 GAAAO dated 12-28-2020	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-8-21-1493
<b>FUND CODE:</b> 01101101		<b>LEGAL BASIS:</b> Republic Act No. 11518 - FY 2021 GAA	<b>DATE:</b> 24-May-21
<b>ORGANIZATION CODE:</b> 070010100000		<b>FISCAL YEAR:</b> FY 2021	
<b>PURPOSE:</b> <i>To cover Program Support Funds for Youth Formation Programs</i>			
<b>To: The Regional Director</b> Regional Office - VIII Candahug, Palo, Leyte 007010300008			<b>Region: 8</b>
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOF 5021408000	700,000.00
<b>AMOUNT IN WORDS: *** Seven Hundred Thousand Pesos Only ***</b>			<b>Total: 700,000.00</b>
<b>NOTE:</b> The allotment herein sub-allotted is valid for obligation until December 31, 2021			

The above sub-allotments have been made available for expenditures of the Regional Division Schools. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrance of overdrafts is prohibited. Parties responsible for the incurrance of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**CERTIFIED CORRECT:**

*[Signature]*  
**MA. BELLEN D. DEMONTEVERDE**  
 Administrative Officer IV  
 D.O. Budget Division

**APPROVED:**

*[Signature]*  
**ANNALYN N. SPILLA**  
 Undersecretary  
 Office of the Undersecretary for Finance