



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

June 1, 2022

OFFICE MEMORANDUM

No. **302**, s. 2022

**IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION,
AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION
OF YOUTH FORMATION PROGRAMS FOR FY 2022**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum from Hon. Juan Valeriano C. Respicio IV, Assistant Secretary, Youth Affairs and Special Concerns, dated 13 May 2022 providing the **Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds for the Implementation of Youth Formation Programs for FY 2022**, with SARO OSEC-8-22-3534 amounting to Php 700,000.00.
2. Relative thereto, this Region shall issue a Sub-Allotment Release Order (Sub-ARO) to each Schools Division Office amounting to P50,000.00.
3. The allowable activities and expenses of the Program Support Fund (PSF) are indicated in the attached Memorandum.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

Sub-ARO YOUTH FORMATION

ESSD-SPPS-EAD



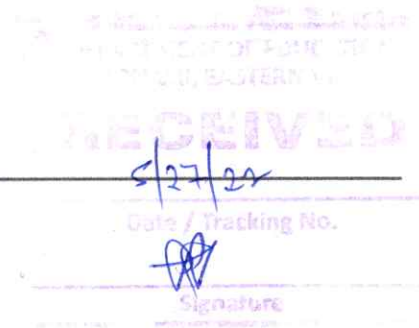
Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM

To: **Regional Directors**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators

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

Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY 2022**

Date: 13 May 2022

The Office of the Assistant Secretary for Youth Affairs and Special Concerns through the Youth Formation Division (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*. 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 **(Enclosure 1)**. This document defines the processes and reportorial requirements to ensure the proper, efficient, and effective utilization of the FY 2022 Learner Support Program (LSP) funds for youth programs and activities of regions and divisions.

For more information, contact Mr. Rovin James F. Canja, Officer-in-Charge of the YFD at the telephone number (02) 8637-9814 or through email at blss.yfd@deped.gov.ph.

For immediate dissemination and strict compliance is directed.

Enclosure 1

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY 2022

I. Allocation of Fund Support

- A. Each Region and Division will receive P50,000.00 each. The funds will be allocated to youth formation programs accordingly:
 - a. Implementation and monitoring expenses for Youth Formation Programs, including but not limited to Student Government Program, National Greening Program, Civic Engagement Program, and Allyship Program.
 - b. Should the respective regional, division, or school local funds cannot fully cover the travel expenses for the Philippine Youth Convergence (PYC) as stipulated in DepEd Memorandum No. 44, s. 2022, the funds can be allocated for traveling and other related expenses for the participation at the PYC and the implementation of Local PYC.
- B. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office to the Regional Offices (ROs).
- C. The ROs shall issue a Sub-Allotment Release Order (Sub-ARO) to each Schools Division Office (SDO) amounting to P50,000.00. Coordination with the region and division budget and accounting offices is advised.

II. Activities and Expenses

- A. These guidelines shall apply to funds provided to DepEd field offices for the implementation of Youth Formation Programs (YFP) which includes, but is not limited to the following:
 - 1. Allowable Activities
 - a. Implementation of Student Government, National Greening Program (e.g. Youth for Environment in Schools Organization, School Inside a Garden, and Gulayan sa Paaralan), and Civic Engagement Program (e.g. Barkada Kontra Droga), Allyship Program and other youth formation programs.

- b. Monitoring of Student Government Program, National Greening Program (e.g. Youth for Environment in Schools Organization, School Inside a Garden, and Gulayan sa Paaralan), and Civic Engagement Program (Barkada Kontra Droga); Allyship Program and other youth formation programs.

2. Allowable Expenses

- a. Supplies and materials including the purchase of technology-related devices (e.g. headset, mobile wifi, etc.);
- b. Reproduction of Information, Education, and Communication (IEC) materials including the delivery;
- c. Travel and miscellaneous expenses related to the following 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*);
- d. 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)*;
- e. Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline, and other Maintenance 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
- f. Honoraria for resource speakers based on the guidelines set by the Department of Budget and Management (DBM).

III. Implementation of the mentioned activities shall ensure compliance with health standards, protocols, and policies set by the Inter-Agency Task

Force for the Management of Emerging Infectious Diseases (IATF-MEID), DepEd, and COVID-19 related issuances.

IV. Learner Support Program (LSP) funds are under the Maintenance and Other Operating Expenses (MOOE) allotment class. Therefore, the acquisition of equipment shall not exceed to P15,000.00 threshold approved by the Commission of Audit (COA) for individual assets recognized as plant, property, and equipment as prescribed in the Government Accounting Manual (GAM).

V. Responsibilities

- A. Regions/ divisions are required to submit *Obligation Reports* from region/division budget offices to BLSS-YFD through email at yfd.monitoreval@gmail.com semi-annually (June and December).
- B. The Region and Division Youth Formation Coordinators (YFCs) may utilize the funds either through any mode of payment whichever is applicable - direct payment, cash advance, or reimbursement.
- C. The Region and Division YFC in coordination with the Region and Division Finance Officers shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices.
- D. Monitoring tools for the funds downloaded are provided as **Enclosure 2**. The Division YFC shall submit the accomplished report (SOE_AIR) to the concerned Regional YFC for consolidation and shall be supported with an activity report and photo documentation. Then, the Regional YFC shall submit to BLSS-YFD the consolidated report (CUR) together with the supporting documents from the Division YFC (accomplished SOE_AIR, activity report, and photo documentation. Finally, the Region and Division YFC 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 with the Executive Order (EO) No. 91, entitled "Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes". Misuse and/or mismanagement of these funds for purposes other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with accordingly, pursuant to the law and existing government accounting and auditing rules and regulations.

VII. These guidelines shall take effect upon its approval.



Republic of the Philippines
DEPARTMENT OF EDUCATION
BUDGET DIVISION - FINANCE SERVICE
CENTRAL OFFICE
DepED Complex, Meralco Avenue, Pasig City
Philippines 1600



SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA221 200000100000000 - Current Appropriations Learner Support Programs		REFERENCE: FY 2022 GAAAO dated 01/03/2022	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-22-3534
PURPOSE: Transfer of Program Support Funds (PSF) for Youth Formation Division (YFD) related activities.		LEGAL BASIS: Republic Act No. 11639 - FY 2022 GAA	DATE: 24-May-22
FUND CODE: 01101101	ORGANIZATION CODE: 070010100000	FISCAL YEAR: FY 2022	
To: The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008 Region : 8			
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	700,000.00
AMOUNT IN WORDS: *** Seven Hundred Thousand Pesos Only ***			Total: <u>700,000.00</u>
NOTE: The allotment herein sub-allotted are valid for obligation until December 31, 2023.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. 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 incurrence of overdrafts is prohibited. Parties responsible for the incurrence 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:

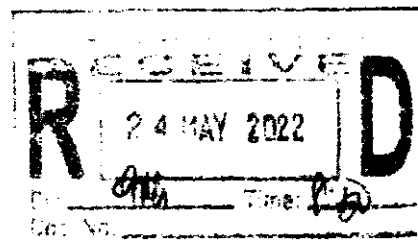
CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:

ANNALYN M. REVILLA
Undersecretary
Office of the Undersecretary for Finance



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



YOUTH FORMATION DIVISION

MEMORANDUM

For : **CHOLITA R. TIONG**
Chief Administrative Officer
Finance Service - Budget Division

From : **ROVIN JAMES F. CANJA**
Project Development Officer IV
Officer-in-Charge, Youth Formation Division

Subject : **Request to Facilitate Downloading of Funds for TRAINING EXPENSE**

Date : **23 May 2022**

This is to request to your good Office for the facilitation of the downloading of funds to cover for the Training Expenses for Program Support Funds for Downloading Intended for YFD-Related Activities with the following details below:

No.	Region / Office	Particular	Amount to be Downloaded (PhP)
3526	1 Region I - Ilocos Region	Program Support Funds	750,000.00
3527	2 Region II - Cagayan Valley	Program Support Funds	500,000.00
3528	3 Region III - Central Luzon	Program Support Funds	1,050,000.00
3529	4 Region IV-A - Calabarzon	Program Support Funds	1,150,000.00
3530	5 Region IV-B - MIMAROPA	Program Support Funds	400,000.00
3531	6 Region V - Bicol Region	Program Support Funds	700,000.00
3532	7 Region VI - Western Visayas	Program Support Funds	1,100,000.00
3533	8 Region VII - Central Visayas	Program Support Funds	1,000,000.00
3534	9 Region VIII - Eastern Visayas	Program Support Funds	700,000.00
3535	10 Region IX - Zamboanga Peninsula	Program Support Funds	450,000.00
3536	11 Region X - Northern Mindanao	Program Support Funds	750,000.00
3537	12 Region XI - Davao Region	Program Support Funds	600,000.00
3538	13 Region XII - SOCCSKSARGEN	Program Support Funds	450,000.00
3539	14 CARAGA Region	Program Support Funds	650,000.00
3540	15 Cordillera Administrative Region	Program Support Funds	450,000.00
3541	16 National Capital Region	Program Support Funds	850,000.00
		GRAND TOTAL	11,550,000.00

Attached is the approved activity request and letter of acceptance.

For your consideration and appropriate action.





Republic of the Philippines
Department of Education

AR No : AR-2022-CO-00399

DATE : May 13, 2022

FOR :  *Approved. 13 May 2022*
JUAN VALERIANO C. RESPICIO IV
Assistant Secretary For Youth Affairs And Special Concerns

FROM : ROVIN JAMES F. CANJA
PDOIV, OIC-Youth Formation Division

SUBJECT : ACTIVITY REQUEST - PROGRAM SUPPORT FUNDS FOR DOWNLOADING
INTENDED FOR YFD-RELATED ACTIVITIES

NAME OF PROGRAM(S)/ PROJECT(S):

PROGRAM DEVELOPMENT AND MANAGEMENT FOR YOUTH FORMATION

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):


Output Code	Output	Physical Target
OC-22-BLSS-YFD-LSP-001	Program Management & YFD Special Events conducted	4

ACTIVITY/ES TO BE REQUESTED:

Activity Code	Name of Activity
AC-22-BLSS-YFD-LSP-001	Provided of Program Support Funds for Downloading intended for YFD-related activities

ACTIVITY/ES WITH DOWNLOADING:

For Program Support Funds
Region I - 750,000.00, Region II -
500,000.00, Region III - 1,050,000.00,
Region IV-A - 1,150,000.00, Region IV-B -
400,000.00, Region V - 700,000.00,
Region VI - 1,100,000.00, Region VII -
1,000,000.00, Region VIII - 700,000.00,
Region IX - 450,000.00, Region X -
750,000.00, Region XI - 600,000.00,
Region XII - 450,000.00, CARAGA Region
- 650,000.00, Cordillera Administrative
Region - 450,000.00, National Capital
Region - 850,000.00
TOTAL: 11,550,000.00


ANNALYN M. SEVILLA
Undersecretary for Finance

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-22-BLSS-YFD-LSP-001	Provided of Program Support Funds for Downloading intended for YFD-related activities	11,550,000.00
Grand Total:		11,550,000.00

SOURCE OF FUNDS:

LSP - 2022

ADMINISTRATIVE ARRANGEMENTS:

N/A

ANNEXES:

1. Memorandum
2. Detailed List of Allocation
3. Detailed Budget Estimates
4. Portion of the approved WFP where activities are stipulated.

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

BCN 821
5-16-4000
AC-22-BLSS-YFD-LSP-360
200000100006000 P 11,550,000 -
ALLOTMENT AVAILABLE

CEOLTA K TIONG
Chief, Administrative Officer
Budget Division

BUDGET ESTIMATE

PROGRAM SUPPORT FUNDS 2022

ACTIVITY:
DATE:
VENUE:

FY 2022

N/A

ITEM	# OF OFFICES	DAYS	AMOUNT	TOTAL	DIRECT PAYMENT	CASH ADVANCE	DOWNLOADING
Region I - Ilocos Region	15		PHP 50,000.00	PHP 750,000.00			PHP 750,000.00
Region II - Cagayan Valley	10		PHP 50,000.00	PHP 500,000.00			PHP 500,000.00
Region III - Central Luzon	21		PHP 50,000.00	PHP 1,050,000.00			PHP 1,050,000.00
Region IV-A - Calabarzon	23		PHP 50,000.00	PHP 1,150,000.00			PHP 1,150,000.00
Region IV-B - MIMAROPA	8		PHP 50,000.00	PHP 400,000.00			PHP 400,000.00
Region V - Bicol Region	14		PHP 50,000.00	PHP 700,000.00			PHP 700,000.00
Region VI - Western Visayas	22		PHP 50,000.00	PHP 1,100,000.00			PHP 1,100,000.00
Region VII - Central Visayas	20		PHP 50,000.00	PHP 1,000,000.00			PHP 1,000,000.00
Region VIII - Eastern Visayas	14		PHP 50,000.00	PHP 700,000.00			PHP 700,000.00
Region IX - Zamboanga Peninsula	9		PHP 50,000.00	PHP 450,000.00			PHP 450,000.00
Region X - Northern Mindanao	15		PHP 50,000.00	PHP 750,000.00			PHP 750,000.00
Region XI - Davao Region	12		PHP 50,000.00	PHP 600,000.00			PHP 600,000.00
Region XII - SOCCSKSARGEN	9		PHP 50,000.00	PHP 450,000.00			PHP 450,000.00
CARAGA Region	13		PHP 50,000.00	PHP 650,000.00			PHP 650,000.00
Cordillera Administrative Region	9		PHP 50,000.00	PHP 450,000.00			PHP 450,000.00
National Capital Region	17		PHP 50,000.00	PHP 850,000.00			PHP 850,000.00
TOTAL				PHP 11,550,000.00	PHP 0.00	PHP 0.00	PHP 11,550,000.00

APPROVED BY:

PREPARED BY:

ROYIN JAMES CANILA
Project Development Officer IV
OIC - Youth Formation Division

JUNIEL ARVIN U. DOLOQUE
Project Development Officer II
Youth Formation Division

DETAILED ALLOCATION LIST

REGION	DIVISION	AMOUNT	Sub-TOTAL
Region I - Ilocos Region	Regional Office Proper	50,000.00	750,000.00
	Ilocos Norte	50,000.00	
	Ilocos Sur	50,000.00	
	La Union	50,000.00	
	Pangasinan I	50,000.00	
	Pangasinan II	50,000.00	
	Alaminos City	50,000.00	
	Batac City	50,000.00	
	Candon City	50,000.00	
	Dagupan City	50,000.00	
	Laoag City	50,000.00	
	San Carlos City	50,000.00	
	San Fernando City	50,000.00	
	Urdaneta City	50,000.00	
	Vigan City	50,000.00	
Region II - Cagayan Valley	Regional Office Proper	50,000.00	500,000.00
	Batanes	50,000.00	
	Cagayan	50,000.00	
	Isabela	50,000.00	
	Nueva Vizcaya	50,000.00	
	Quirino	50,000.00	
	Cauayan City	50,000.00	
	Iligan City	50,000.00	
	Santiago City	50,000.00	
	Tuguegarao City	50,000.00	
Region III - Central Luzon	Regional Office Proper	50,000.00	1,050,000.00
	Aurora	50,000.00	
	Bataan	50,000.00	
	Bulacan	50,000.00	
	Nueva Ecija	50,000.00	
	Pampanga	50,000.00	
	Tarlac	50,000.00	
	Zambales	50,000.00	
	Angela City	50,000.00	
	Balanga City	50,000.00	
	Cabanatuan City	50,000.00	
	Gapan City	50,000.00	
	Mabalacat City	50,000.00	
	Malolos City	50,000.00	
	Meycauayan City	50,000.00	
	Munoz Science City	50,000.00	
	Olongapo City	50,000.00	
	San Fernando City	50,000.00	
	San Jose City	50,000.00	
	San Jose Del Monte City	50,000.00	
Region IV-A - Calabarzon	Regional Office Proper	50,000.00	1,150,000.00
	Batangas	50,000.00	
	Cavite	50,000.00	
	Laguna	50,000.00	
	Quezon	50,000.00	
	Rizal	50,000.00	
	Antipolo City	50,000.00	
	Baroor City	50,000.00	

	Batangas City	50,000.00	
	Binang City	50,000.00	
	Cabuyao City	50,000.00	
	Calamba City	50,000.00	
	Cavite City	50,000.00	
	Dasmariñas City	50,000.00	
	General Trias City	50,000.00	
	Imus City	50,000.00	
	Lipa City	50,000.00	
	Lucena City	50,000.00	
	San Pablo City	50,000.00	
	San Pedro City	50,000.00	
	Sta Rosa City	50,000.00	
	Tanauan City	50,000.00	
	Tayabas City	50,000.00	
Region IV-B - MIMAROPA	Regional Office Proper	50,000.00	400,000.00
	Marinduque	50,000.00	
	Occidental Mindoro	50,000.00	
	Oriental Mindoro	50,000.00	
	Palawan	50,000.00	
	Romblon	50,000.00	
	Calapan City	50,000.00	
	Puerto Princesa City	50,000.00	
Region V - Ilocos Region	Regional Office Proper	50,000.00	700,000.00
	Albay	50,000.00	
	Camarines Norte	50,000.00	
	Camarines Sur	50,000.00	
	Catanduanes	50,000.00	
	Masbate	50,000.00	
	Sorsogon	50,000.00	
	Iriga City	50,000.00	
	Legaspi City	50,000.00	
	Ligao City	50,000.00	
	Marbata City	50,000.00	
	Naga City	50,000.00	
	Sorsogon City	50,000.00	
	Tabaco City	50,000.00	
Region VI - Western Visayas	Regional Office Proper	50,000.00	1,100,000.00
	Aklan	50,000.00	
	Antique	50,000.00	
	Capiz	50,000.00	
	Guimaras	50,000.00	
	Iloilo	50,000.00	
	Negros Occidental	50,000.00	
	Bacolod City	50,000.00	
	Bago City	50,000.00	
	Cadiz City	50,000.00	
	Escalante City	50,000.00	
	Himamaylan City	50,000.00	
	Iloilo City	50,000.00	
	Kabankalan City	50,000.00	
	La Carlota City	50,000.00	
	Passi City	50,000.00	
	Roxas City	50,000.00	
	Sagay City	50,000.00	
	San Carlos City	50,000.00	
	Sila City	50,000.00	

Region VII - Central Visayas	Sipalay City	50,000.00	
	Victorias City	50,000.00	
	Regional Office Proper	50,000.00	1,000,000.00
	Bohol	50,000.00	
	Cebu	50,000.00	
	Negros Oriental	50,000.00	
	Siquijor	50,000.00	
	Bais City	50,000.00	
	Bayawan City	50,000.00	
	Bogo City	50,000.00	
	Carcar City	50,000.00	
	Cebu City	50,000.00	
	Davao City	50,000.00	
	Dumaguete City	50,000.00	
	Guthunjan City	50,000.00	
	Lapu-Lapu City	50,000.00	
	Mandaue City	50,000.00	
	Naga City	50,000.00	
	Tagbilaran City	50,000.00	
	Talisay City	50,000.00	
	Toledo City	50,000.00	
Region VIII - Eastern Visayas	Tanjay City	50,000.00	
	Regional Office Proper	50,000.00	700,000.00
	Biliran	50,000.00	
	Eastern Samar	50,000.00	
	Leyte	50,000.00	
	Northern Samar	50,000.00	
	Samar (Western Samar)	50,000.00	
	Southern Leyte	50,000.00	
	Baybay City	50,000.00	
	Borongan City	50,000.00	
	Calbayog City	50,000.00	
	Catbalogan City	50,000.00	
	Massin City	50,000.00	
	Ormoc City	50,000.00	
	Tacloban City	50,000.00	
Region IX - Zamboanga Peninsula	Regional Office Proper	50,000.00	450,000.00
	Zamboanga del Norte	50,000.00	
	Zamboanga del Sur	50,000.00	
	Zamboanga Sibugay	50,000.00	
	Dapitan City	50,000.00	
	Dipolog City	50,000.00	
	Isabela City	50,000.00	
	Pagadian City	50,000.00	
	Zamboanga City	50,000.00	
Region X - Northern Mindanao	Regional Office Proper	50,000.00	750,000.00
	Bukidnon	50,000.00	
	Camiguin	50,000.00	
	Misamis Occidental	50,000.00	
	Misamis Oriental	50,000.00	
	Lanao del Norte	50,000.00	
	Cagayan de Oro City	50,000.00	
	El Salvador City	50,000.00	
	Gingoog City	50,000.00	
	Iligan City	50,000.00	
	Malaybalay City	50,000.00	
	Oroquieta City	50,000.00	

	Ozamiz City	50,000.00	
	Tangub City	50,000.00	
	Valencia City	50,000.00	
Region XI - Davao Region	Regional Office Proper	50,000.00	600,000.00
	Davao de Oro	50,000.00	
	Davao del Norte	50,000.00	
	Davao del Sur	50,000.00	
	Davao Oriental	50,000.00	
	Davao Occidental	50,000.00	
	Davao City	50,000.00	
	Digos City	50,000.00	
	Island Garden City of Samal	50,000.00	
	Mati City	50,000.00	
	Panabo City	50,000.00	
	Tagum City	50,000.00	
Region XII - SoCCSKSargen	Regional Office Proper	50,000.00	450,000.00
	General Santos City	50,000.00	
	Koronadal City	50,000.00	
	Kidapawan City	50,000.00	
	Cotabato	50,000.00	
	Sarangani	50,000.00	
	South Cotabato	50,000.00	
	Sultan Kudarat	50,000.00	
	Tacurong City	50,000.00	
CARAGA Region	Regional Office Proper	50,000.00	650,000.00
	Agusan Del Norte	50,000.00	
	Agusan Del Sur	50,000.00	
	Dinagat Island	50,000.00	
	Siargao	50,000.00	
	Surigao del Norte	50,000.00	
	Surigao del Sur	50,000.00	
	Bayuan City	50,000.00	
	Bislig City	50,000.00	
	Butuan City	50,000.00	
	Cabadbaran City	50,000.00	
	Surigao City	50,000.00	
	Tandag City	50,000.00	
Cordillera Administrative Region	Regional Office Proper	50,000.00	450,000.00
	Abra	50,000.00	
	Apayao	50,000.00	
	Benguet	50,000.00	
	Ifugao	50,000.00	
	Kalinga	50,000.00	
	Mt. Province	50,000.00	
	Baguio City	50,000.00	
	Tabuk City	50,000.00	
National Capital Region	Regional Office Proper	50,000.00	850,000.00
	Caloocan City	50,000.00	
	Las Pinas City	50,000.00	
	Makati City	50,000.00	
	Malabon City	50,000.00	
	Navotas City	50,000.00	
	Mandaluyong City	50,000.00	
	City of Manila	50,000.00	
	Marikina City	50,000.00	
	Muntinlupa City	50,000.00	
	Paranaque City	50,000.00	


Passay City	50,000.00	
Passig City	50,000.00	
San Juan	50,000.00	
Quezon City	50,000.00	
Taguig City and Pateros	50,000.00	
GRAND TOTAL		11,550,000.00



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

To: **Regional Directors
Schools Division Superintendents
Regional and Division Youth Formation Coordinators**

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

Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION, AND REPORTING OF
PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF
YOUTH FORMATION PROGRAMS FOR FY 2022**

Date: 13 May 2022

The Office of the Assistant Secretary for Youth Affairs and Special Concerns through the Youth Formation Division (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*. 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 (**Enclosure 1**). This document defines the processes and reportorial requirements to ensure the proper, efficient, and effective utilization of the FY 2022 Learner Support Program (LSP) funds for youth programs and activities of regions and divisions.

For more information, contact Mr. Rovin James F. Canja, Officer-in-Charge of the YFD at the telephone number (02) 8637-9814 or through email at blss_fd@deped.gov.ph.

For immediate dissemination and strict compliance is directed.

Enclosure 1

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF YOUTH FORMATION PROGRAMS FOR FY 2022

I. Allocation of Fund Support

- A. Each Region and Division will receive P50,000.00 each. The funds will be allocated to youth formation programs accordingly:**
 - a. Implementation and monitoring expenses for Youth Formation Programs, including but not limited to Student Government Program, National Greening Program, Civic Engagement Program, and Allyship Program.**
 - b. Should the respective regional, division, or school local funds cannot fully cover the travel expenses for the Philippine Youth Convergence (PYC) as stipulated in DepEd Memorandum No. 44, s. 2022, the funds can be allocated for traveling and other related expenses for the participation at the PYC and the implementation of Local PYC.**
- B. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office to the Regional Offices (ROs).**
- C. The ROs shall issue a Sub-Allotment Release Order (Sub-ARO) to each Schools Division Office (SDO) amounting to P50,000.00. Coordination with the region and division budget and accounting offices is advised.**

II. Activities and Expenses

- A. These guidelines shall apply to funds provided to DepEd field offices for the implementation of Youth Formation Programs (YFP) which includes, but is not limited to the following:**

1. Allowable Activities

- a. Implementation of Student Government, National Greening Program (e.g. Youth for Environment in Schools Organization, School Inside a Garden, and Gulayan sa Paaralan), and Civic Engagement Program (e.g. Barkada Kontra Droga), Allyship Program and other youth formation programs.**

- b. Monitoring of Student Government Program, National Greening Program (e.g. Youth for Environment in Schools Organization, School Inside a Garden, and Gulayan sa Paaralan), and Civic Engagement Program (Barkada Kontra Droga); Allyship Program and other youth formation programs.

2. Allowable Expenses

- a. Supplies and materials including the purchase of technology-related devices (e.g. headset, mobile wifi, etc.);
- b. Reproduction of Information, Education, and Communication (IEC) materials including the delivery;
- c. Travel and miscellaneous expenses related to the following 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*);
- d. 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)*;
- e. Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline, and other Maintenance 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
- f. Honoraria for resource speakers based on the guidelines set by the Department of Budget and Management (DBM).

III. Implementation of the mentioned activities shall ensure compliance with health standards, protocols, and policies set by the Inter-Agency Task

Force for the Management of Emerging Infectious Diseases (IATF-MEID), DepEd, and COVID-19 related issuances.

- IV. Learner Support Program (LSP) funds are under the Maintenance and Other Operating Expenses (MOOE) allotment class. Therefore, the acquisition of equipment shall not exceed to P15,000.00 threshold approved by the Commission of Audit (COA) for individual assets recognized as plant, property, and equipment as prescribed in the Government Accounting Manual (GAM).

V. Responsibilities

- A. Regions/ divisions are required to submit *Obligation Reports* from region/division budget offices to BLSS-YFD through email at yfd.monitoreval@gmail.com semi-annually (June and December).
- B. The Region and Division Youth Formation Coordinators (YFCs) may utilize the funds either through any mode of payment whichever is applicable - direct payment, cash advance, or reimbursement.
- C. The Region and Division YFC in coordination with the Region and Division Finance Officers shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices.
- D. Monitoring tools for the funds downloaded are provided as **Enclosure 2**. The Division YFC shall submit the accomplished report (SOE_AIR) to the concerned Regional YFC for consolidation and shall be supported with an activity report and photo documentation. Then, the Regional YFC shall submit to BLSS-YFD the consolidated report (CUR) together with the supporting documents from the Division YFC (accomplished SOE_AIR, activity report, and photo documentation. Finally, the Region and Division YFC 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 with the Executive Order (EO) No. 91, entitled "Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes". Misuse and/or mismanagement of these funds for purposes other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with accordingly, pursuant to the law and existing government accounting and auditing rules and regulations.

- VII. These guidelines shall take effect upon its approval.