

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:

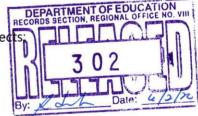
As stated

To be indicated in the Perpetual Index under the following subject

Sub-ARO

YOUTH FORMATION

ESSD-SPPS-EAD









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 filed 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, Meraleo Avenue, Pasig City Philippines 1600



SUB-ALLOTMENT RELEASE ORDER

PROG	RAM/PROJEC	T/ACTIVITY NO./DESCRIPTION:	REPERENCE:		SUB-A	LLOTHENT	RELEASE
PPA228			FY 2022 GAAAO	dated 01/03/2022	UNDE	K MOI	1
	2000001000	06000 - Current Appropriations				OSEC-8-	22-3534
	;	Learner Support Programs			<u> </u>		
			LEGAL BASTS:		DATE	: 24- M ≘	v??
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 	Subsidy to O	perating Units		MOOE 502344	18000		700,000.00
AHO	UNT IN WOR	DS: *** Seven Hundred Thousan	d Pesos Only ***			Total:	700,000,00
NOTI	E: The allos	ment herein sub-alloted are valid for of	oligation until December	31, 2023.			

The above sub-allotments have been made available for expensioners of the Region/Division/School, it is your primary responsibility to itsee expensioners within the limits of the amount sub-allotad. 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 thereform shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

CHOLLTA F/TIONG
Chief Administrative Officer
Budger Division

APPROVED:

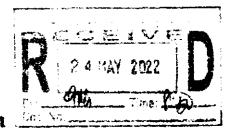
Office of the Undersecretary for Finance



Republic of the Philippines

Department of Education

OFFICE OF THE SECRETARY



YOUTH FORMATION DIVISION

MEMORANDUM

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For

CHOLITA F. TIONG

Chief Administrative Officer

Finance Service - Budget Division

From

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:

1	No.	Region / Office	Particular	Amount to be Downloaded (PhP)
35%	1	Region I - Ilocos Region	Program Support Funds	750,000.00
35.23	2	Region II - Cagnyan Valley	Program Support Funds	500,000.00
352C	3	Region III - Central Luzon	Program Support Funds	1,050,000.00
3524	4	Region IV-A - CalaBaRZon	Program Support Funds	1,150,000.00
367c	5	Region IV-B - MiMaRoPa	Program Support Funds	400,000.00
%54:1	6	Region V - Bicol Region	Program Support Funds	700,000.00
1570	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
	\$	Region VIII - Bastern Visayas	Program Support Funds	700,000.00
X.	10-	Region IX - Zamboanga Peninsula	Program Support Funds	450,000.00
3(4)		Region X - Northern Mindauso	Program Support Funds	750,000.00
3527		Region XI - Davao Region	Program Support Funds	600,000.00
30.30		Region XII - SoCCSKSarGen	Program Support Funds	4 50,00 0.00
> 20	14	The state of the s	Program Support Funds	650,000.00
The Carr		Cordillera Administrative Region	Program Support Funds	450,000.00
Tark Tark I		National Capital Region	Program Support Funds	850,000.00
Ì		A CONTRACTOR OF THE PROPERTY O	GRAND TOTAL	11,550,000.00

Attached is the approved activity request and letter of acceptance.

For your consideration and appropriate action.



Room 419, Mabini Building, DepEd Complex , Meralco Avenue, Pasig City, 1800 e-mail: biss.vfrt@deped.gov.ph to : facebook.com/DepEdTayoYouthFormation web: www. bissyfd.weebly.com telephone: +632 8 637 9814



Republic of the Philippines Department of Concation

AR No : AR-2022-CO-00399

DATE : May 13, 2022

JUAN VALERIANO C. RESPICIO IV

Assistant Secretary For Youth Affairs And Special Concerns

FROM: ROVIN JAMES F. CÁNJA

PDOIV, OIC-Youth Formation Division

SUBJECT: ACTIVITY REQUEST - PROGRAM SUPPORT FUNDS FOR DOWNLOADING

INTENDED FOR YFD-RELATED ACTIVITIES

NAME OF PROGRAM(SY 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	4	1
	conducted		

ACTIVITYMES 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/IES WITH DOWNLOADING:

For Program Support Funds
Region 1 - 750,000.00 , Region 11 500,000.00, Region 11 - 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

FNANCIAL REQUIREMENTS:

· Activity Code	Name of Activity	Amount
· •	Provided of Program Support Funds for	11,550,000.00
	Downloading intended for YFD-related activities	
Grand Total:		11,550,000.00

SOURCE OF FUNDS:

LSP - 2022

ADMINISTRATIVE ARRANGEMENTS:

NA

ANNEXES:

- 1. Memorandum
 2. Detailed List of Allocation
- Detailed Budget Estimates
 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-27- BLS. 4FD -LSP-360

200000100006000 f 11,50,000-

BUDGET ESTIMATE

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PROGRAM SUPPORT FUNDS 2022 ACTIVITY: DATE: VENUE:

FY 2022

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PREPARED BY:

APPROVED BY:

Project Development Officer IV OIC - Youth Formation Division ROVIN/AMES CANIA

IUNIEL ARVIN U. DOLOCUE
Project Development Officer II

Youth Formation Division

DETAILED ALLOCATION LIST

REGION	DIVISION	THUOMA	Sub-TOTAL
	Regional Office Proper	50,000.00	790,000.00
Region I - Becos Region	Ilocos Norte	50,000.00	
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Region VII - Control Visayas	Regional Office Proper	80,000.00	1,000,000
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Republic of the Bhilippines

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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:

ALLOCATION. THE GUIDELINES ON IMPLEMENTING 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. ov. h.

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

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 filed 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), Aliyahip 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

- Supplies and materials including the purchase of technology-related devices (e.g. headset, mobile wifi, etc.);
- 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.