

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

**OUA MEMO 00-0921-0141**  
**MEMORANDUM**  
September 3, 2021

**FOR: Regional Directors  
Schools Division Superintendents  
Regional Youth Formation Coordinators  
Division Youth Formation Coordinators**

**SUBJECT: SUBMISSION OF REPORTS FOR THE UTILIZATION OF  
THE DOWNLOADED PROGRAM SUPPORT FUNDS FOR  
YOUTH FORMATION PROGRAMS**

The Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD) downloaded program support funds for FY 2021 to continuously sustain the implementation of all youth formation programs in Regional Offices (ROs) and Schools Division Offices (SDOs).

In this light, the BLSS-YFD requests for the required documents to be submitted to [yfd.monitoreval@gmail.com](mailto:yfd.monitoreval@gmail.com) and copy furnish [blssyfd.ngp@gmail.com](mailto:blssyfd.ngp@gmail.com) for *Gulayan sa Paaralan* Program (GPP) reports not later than 30 September 2021. Downloadable forms are available in the BLSS-YFD official website, [www.blssyfd.weebly.com](http://www.blssyfd.weebly.com).

The following documents are to be submitted:

- 1. Program Support Fund for YFP to be submitted by ROs**
  - a. Signed Consolidated Utilization Report (CUR)
  - b. Means of Verification (to be submitted by SDOs to ROs)
    - i. Signed Activity Information Report and Summary of Expenditure (AIR\_SOE) form
    - ii. Activity/narrative report
    - iii. Photo documentation
- 2. Program Support Fund for GPP to be submitted by ROs**
  - a. Signed Consolidated Utilization Report (CUR) for GPP
  - b. Means of verification per SDOs (to be submitted by SDOs to ROs)



**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)]

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of Major Programs



- i. Signed School Information and Status of Fund Support Report (SI\_SFSSR)
- ii. School activity/narrative reports
- iii. Photo documentation

For more information, questions or concerns, please contact **Adolf P. Aguilar**, Chief, Youth Formation Division, at 0919 093 4914 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).



**ALAIN DEL B. PASCUA**  
Undersecretary



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