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Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0084
MEMORANDUM
08 March 2022

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 FY2022**

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 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 FY2022 Learner Support Program (LSP) funds for youth programs and activities of ROs and SDOs.

For more information, questions or concerns on the subject, please contact the BLSS-YFD through (02) 8637 9814 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

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

1. Each Region and Division will receive P50,000.00 and P130,000.00, respectively. The funds will be allocated to youth formation programs accordingly.
2. The funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office (RO) to the Regional Offices (ROs).
3. The ROs shall issue a Sub-ARO to each Schools Division Offices (SDO) amounting to P130,000.00. Coordination between the region and division budget and accounting offices is advised.

II. Activities and Expenses

1. These guidelines shall apply to funds provided to DepEd field offices for the implementation of Youth Formation Programs (YFP) which include, but are not limited to, the following:

a. Allowable Activities

- i. Implementation of Student Government, National Greening Program (e.g., Youth for Environment in Schools Organization or YES-O), School Inside a Garden [SIGA], *Gulayan sa Paaralan* [GPP], Civic Engagement Program (Barkada Kontra Droga [BKD], Boys Scout of the Philippines [BSP] and Girls Scout of the Philippines [GSP]), Allyship Program and other youth formation programs.
- ii. Monitoring of Student Government Program, National Greening Program (YES-O, SIGA, GPP), Civic Engagement Programs (BKD, BSP and GSP), Allyship Program and other youth formation programs.

a. Allowable Expenses

- i. supplies and materials including the purchase of technology-related devices (e.g., headset, mobile Wi-Fi, etc.);
- ii. reproduction of Information, Education and Communication (IEC) materials including the delivery;
- 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 expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline and other maintenance. 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*)
 - vi. honorarium for resource speakers based on the guidelines set by the Department of Budget and Management (DBM)
- III. The implementation of these activities shall ensure compliance with 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. Learner Support Program (LSP) Funds are under Maintenance and Other Operating Expenses (MOOE) allotment class. Therefore, the acquisition of equipment will not exceed depending on the approved 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) issued by the COA.
- V. Responsibilities
1. ROs and SDOs are required to submit Obligation Reports semi-annually (June and December) from their budget offices to BLSS-YFD through email at yfd.monitoreval@gmail.com.
 2. The Region and Division Youth Formation Coordinators (YFCs) may utilize the funds either through direct payment, cash advance, reimbursement or whichever payment mode is applicable.



3. The Region and Division YFCs in coordination with Region and Division Finance Officers shall be accountable for the disbursement and liquidation of funds support downloaded to their 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 Regional YFD Coordinator concerned 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. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant to 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 their approval.

