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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0121-0041
MEMORANDUM
13 January 2021

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

Subject: **SUBMISSION OF THE REQUIRED DOCUMENTS FOR THE UTILIZATION OF DOWNLOADED FUNDS FOR YOUTH FORMATION PROGRAMS**

The Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) downloaded funds amounting to P46.7 million in the last quarter of 2020 to continuously support the implementation of all youth formation programs in Regional Offices (ROs) and Schools Division Offices (SDOs).

In this light, the OUA requests the submission of the required documents to BLSS-YFD at yfd.monitoreval@gmail.com **not later than 29 January 2021**.

The following are the documents to be submitted:

Program Support Fund (12M and additional funds for selected SDOs)

- 1) Regional Offices:
 - Letter/certification of the downloaded funds to the division offices
- 2) Division Offices:
 - Summary of expenditure and activity information report
(Please see attached template of the summary of expenditure and activity information report)

Financial Assistance for the Rehabilitation of Gulayan sa Paaralan Program (32.5M) and School Inside a Garden (2.2M)

- 1) Division Office:
 - Letter/certification of downloaded funds to the concerned schools based on the approved allocation list
 - Summary of expenditure and activity information report
(Please see attached template of the summary of expenditure and activity information report)



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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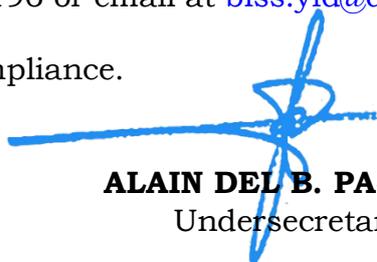


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For more information, questions or concerns, please contact **Mr. Adolf P. Aguilar**, Chief of BLSS-YFD, at 0920-525-9196 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and compliance.



ALAIN DEL B. PASCUA
Undersecretary



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