



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

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21 March 2022

**DIVISION MEMORANDUM**  
DM No. 234, s. 2022

**ORGANIZATION AND MANAGEMENT OF YOUTH FORMATION PROGRAMS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
School Heads In-Charge of Governance and Operations  
School Heads In-Charge of Youth Formation  
Elementary and Secondary School Heads  
School-based Youth Formation Program Coordinators  
All Others Concerned

1. The Youth Formation Division (YFD), created by virtue of **DepEd Order No. 52, s. 2015** entitled **New Organizational Structures of the Central, Regional and Schools Division Offices of the Department of Education** and **Executive Order No. 366, s. 2004** entitled **Rationalization Program**, is mandated to provide youth-serving units and organizations with responsive, learner-centered, youth-oriented policies, standards, guidelines, programs and projects to contribute to the holistic development of learners who are values-driven, career-oriented, culturally-rooted and socially responsible citizens.
2. In reference to **DepEd Order No. 47, s. 2014** entitled **Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools**, **DepEd Order No. 72, s. 2003** entitled **Establishment of the Youth for Environment in Schools (YES) Organization**, **DepEd Order No. 223, s. 2016**, entitled **Strengthening the Implementation of the Gulayan sa Paaralan Program in Public Elementary and Secondary Schools Nationwide**, **Dangerous Drugs Board (DDB) Regulation No. 5, s. 2007** entitled **Institutionalizing the Barkada Kontra Droga (BKD) Program**, **DepEd Order No. 003, s. 2021** entitled **Creation of the Child Protection Unit and Child Rights in Education Desk in the Department of Education**, **DepEd Order No. 38, s. 2005** entitled **Recognition of the Red Cross Youth as Official Co-Curricular Organization in the Schools**, **DepEd Order No. 76, s. 2012** entitled **Guidelines on Revitalizing Boy**

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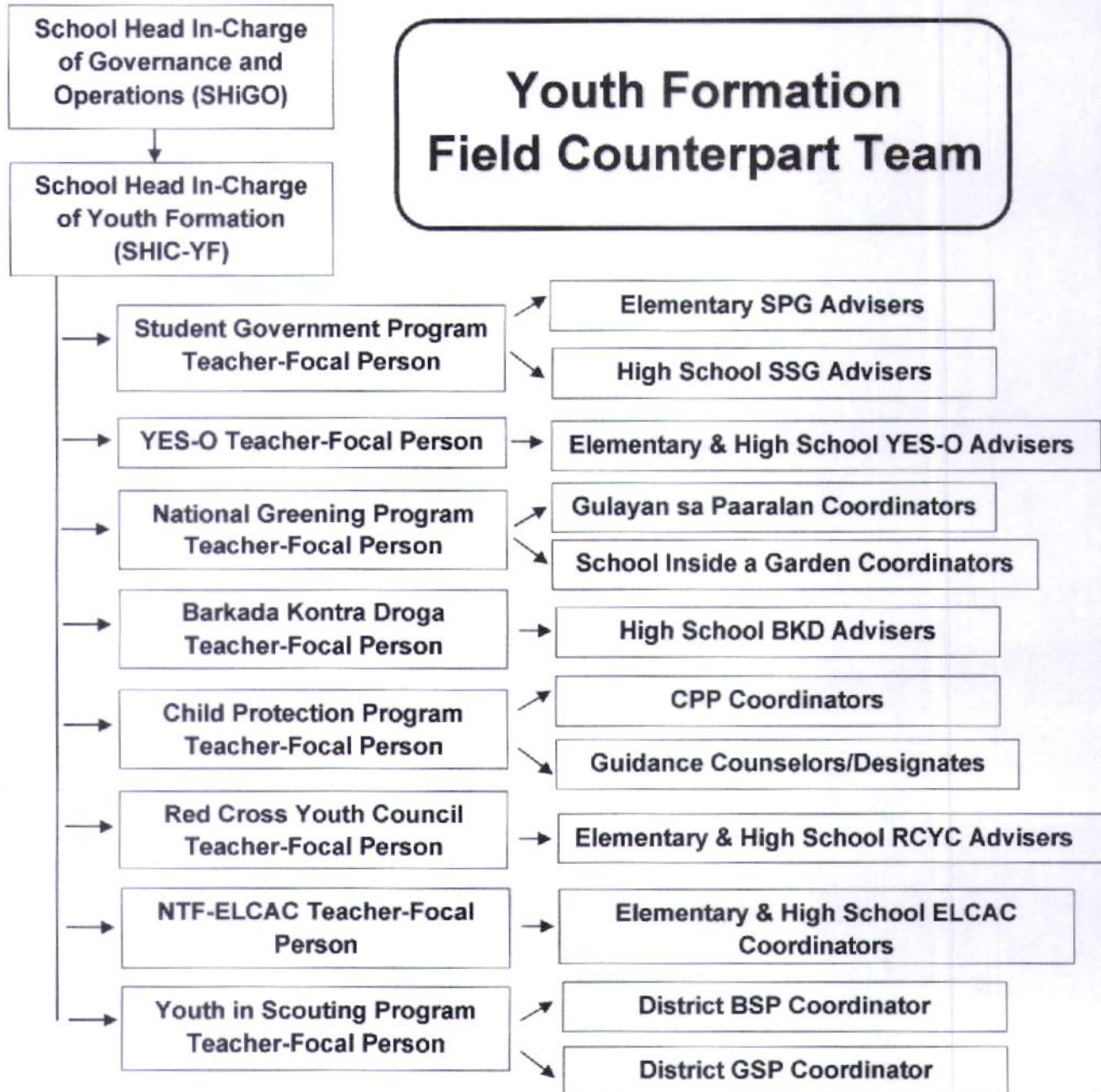
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Scouting in Schools Nationwide and DepEd Order No. 86, s. 2012 entitled **Guidelines on Revitalizing Girl Scouting in Schools Nationwide**, below is the recommended organizational structure for the effective and efficient implementation and management of all youth formation programs of DepEd in the district/municipal level:



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3. The designated School Heads In-Charge of Governance and Operations (SHiGO) shall take the following responsibilities:
  - a. coordinate with the School Head In-Charge of Youth Formation (SHIC-YF) for the status of youth formation program implementation;
  - b. monitor and evaluate progress of youth formation programs in schools;
  - c. act as Chairperson of the district level Gawad ALAB; and
  - d. submit consolidated data and other terminal reports in the Division.
4. The designated School Heads In-Charge of Youth Formation (SHIC-YF) shall take the following responsibilities:
  - a. report to the School Head In-Charge of Governance and Operations (SHiGO) for the status of youth formation program implementation;
  - b. assist in monitoring and evaluation of youth formation programs in schools;
  - c. disseminate announcements and other relevant information to fellow school heads and program focal persons;
  - d. check and quality assure consolidated data and other terminal reports before submission;
  - e. attend to division-wide meetings and conferences regarding youth formation;
  - f. act as technical working group in cluster and division level activities as assigned;
  - g. act as Co-Chairperson of the district level Gawad ALAB; and
  - h. perform other related tasks regarding youth formation as deemed necessary.
5. The designated Program Focal Persons shall take the following responsibilities:
  - a. report to the School Head In-Charge of Youth Formation (SHIC-YF) for the status and compliance of their assigned youth formation program;
  - b. serve as team leader of their assigned youth formation program;
  - c. assist in monitoring and evaluation of their assigned youth formation program in schools;
  - d. disseminate announcements and other relevant information to fellow program coordinators;
  - e. assist in the preparation of consolidated data and other terminal reports;
  - f. act as member of the district level Gawad ALAB; and
  - g. perform other related tasks regarding youth formation as deemed necessary.

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6. The school-based program coordinators and teacher-advisers shall take the following responsibilities:
- a. report to their School Head and Program Focal Person the status and compliance of their assigned youth formation program;
  - b. Implement, cascade and localize their assigned youth formation program in the school level;
  - c. monitor and evaluate their assigned youth formation program in school;
  - d. disseminate announcements and other relevant information to concerned teachers and learners;
  - e. prepare and submit annual action plan and other necessary documents to their School Head;
  - f. prepare and submit requested data and other terminal reports in the district; and
  - g. perform other related tasks regarding youth formation as deemed necessary.
7. Immediate and widest dissemination of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent