



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

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Ref. no. DM 695, s. 2022

23 August 2022

**DIVISION MEMORANDUM**

DM No. 695, s. 2022

**DESIGNATION OF SCHOOL HEAD IN-CHARGE OF YOUTH FORMATION  
FOR SCHOOL YEAR 2022-2023**

**TO:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The **Youth Formation Division** is a result of DepEd rationalization plan which provides 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 value-driven, career-oriented, culturally-rooted and socially responsible citizens.
2. In line with the DM No. 528, s. 2021, to establish a representative body that fosters the youth formation programs and activities, this Office is requesting the Public Schools District Supervisors (PSDS) to submit names of the school heads as newly designated District Youth Formation Coordinator (DYFC) for the school year 2022 to 2023.
3. Below are the preferred qualifications that may be considered for the position:
  - a. An incumbent school head in Elementary or High School;
  - b. Has prior knowledge in handling any related youth programs and activities like Supreme Government, Youth for Environment in Schools, Barkada Kontra Droga and National Greening Programs;
  - c. Has experience in monitoring and evaluating the school's youth programs and activities
4. Please see enclosure for the roles and responsibilities of the District School Head In-charge of Youth Formation.

DEPEDQUEZON-TM-SDS-04-009-003



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5. All newly designated District SHICYFs are advised to accomplish the link and upload the copy of signed designation paper at <https://tinyurl.com/DSHICYF2022-2023> on or before **August 26, 2022**.
6. Immediate dissemination and strict compliance to this Memorandum is desired.

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

sgodlap/08/23/22

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Enclosure to DM No. 695 s. 2022

**Roles and Responsibilities of the District School Head In-charge of Youth Formation**

1. Facilitate, lead, and manage all Youth Formation Division (YFD) Programs, Projects, and Activities (PPAs) in the district (e.g. Supreme Government, Youth for Environment in Schools, Gulayan sa Paaralan, School Inside a Garden, Barkada Kontra Droga, and Child Protection Policy).
2. Craft, design and implement advocacy activities aligned with Youth Formation PPAs.
3. Disseminate relevant information regarding with the implementation of mandated PPAs of YFD.
4. Facilitate data gathering within the district.
5. Monitor and evaluate the implementation of Youth Formation PPAs in the district using standard monitoring tools.
6. Consolidate and submit reports related to Youth Formation PPAs as requested and/or required by the Division, Regional and Central Offices.
7. Establish strong partnership with school stakeholders and external partners linked with the Youth Formation PPAs.
8. Recommend best performing schools and stakeholders for different competitions, awards and recognitions.
9. Perform other related tasks regarding Youth Formation as deemed necessary.

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