



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

23 November 2021

**DIVISION MEMORANDUM**  
 DM No. 906, s. 2021

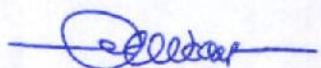
**SUBMISSION OF THE REQUIRED DOCUMENTS FOR THE UTILIZATION OF DOWNLOADED FUNDS FOR GULAYAN SA PAARALAN AND SCHOOL INSIDE A GARDEN PROGRAMS**

**To:** OIC – Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Elementary and Secondary School Heads  
 School Heads In-Charge of Youth Formation  
 All Others Concerned

- In reference to **OUA Memorandum No. 00-1220-0118** entitled **Submission of Reports on the Utilization of Downloaded Program Support Funds for the Implementation of Youth Formation Programs and Gulayan sa Paaralan Program**, this Office, through the School Governance and Operations Division – Youth Formation Section, directs school recipients of Gulayan sa Paaralan (GPP) support fund to submit accomplishment reports on or before December 3, 2021. Below is the list of recipient schools.

Municipality	School
Unisan	Unisan Integrated High School
Dolores	Dagatan National High School
General Luna	San Isidro National High School
Patnanungan	Kilogan Elementary School
Quezon	Quezon Elementary School

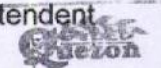
- The following documents are to be consolidated in one PDF file and to be submitted to **yfdquezon2@gmail.com**.
- Please see the attached enclosures for your guidance and reference.
- Widest dissemination of and strict compliance to this Memorandum is earnestly desired.

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

sgod/gpv/11/23/2021  
 DEPEDQUEZON-TM-SDS-04-009-003



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 Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

  
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 Date/Time: **NOV 26 2021**  
 By: **Christel 4:11 PM**  
 Ref. no. **DM 906, s. 2021**

### Activity Information Report and Summary of Expenditure

As of \_\_\_\_\_

District: \_\_\_\_\_

Name of School: \_\_\_\_\_

**Instruction: Kindly read and follow instruction below**

1. Fill up the form.
- 1.1 Identify Programs
- 1.2 Activity - specific activity conducted
  - 2.3 Outcome - the effect of the activity that may result to long term impact. Such result may include cascading of the activity down the line, organized group of people for a certain cause, implementation of certain plan produced during conduct of the activity, etc.
- 1.4 Output - tangible results, reportorial evidences, means of verification (Activity/Accomplishment Report and the like)
- 1.5 Performance Indicator - Target participants
2. Please submit accomplished form and MOVs (activity report and supporting photos) to yfdquezon2@gmail.com

Activity Information							Actual Expenditure						Remarks			
Program	Activity	Outcome	Output	Performance Indicator	Activity Date/s	No of Day/s	SARO No.	Amount	Payee	Reference				Description of Expenses	Utilized Amount	Balance Amount
										Check No.	Date	Amount				

Prepared by:

\_\_\_\_\_   
 Signature over Printed Name

Checked by:

\_\_\_\_\_   
 Signature over Printed Name

Noted by:

\_\_\_\_\_   
 Signature over Printed Name

TITLE OF THE ACTIVITY	DATE/ TIME	PLACE/VENUE
<b>DETAILS OF THE ACTIVITY</b>		
<i>Description of the activity:</i>		
<i>Highlights (Insights / relevant learning / issues and concerns):</i>		
<i>Recommendations:</i>		

**Attachment/s:** photos as MOVs

Submitted by:

Noted by:



OUAD00-1121-0 186  
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please scan the QR Code.



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1121-0186**

### MEMORANDUM

16 November 2021

**For: Regional Directors  
Regional Youth Formation Coordinators**

**Subject: SUBMISSION OF REPORTS ON THE UTILIZATION OF  
DOWNLOADED PROGRAM SUPPORT FUNDS FOR THE  
IMPLEMENTATION OF YOUTH FORMATION PROGRAMS  
AND GULAYAN SA PAARALAN PROGRAM**

Anchored on OUA-Memo-00-421-0134 and OUA-Memo-00-0421-0035, the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD) downloaded program support funds (PSF) and project-based proposals to Schools Division Offices (SDOs) and Regional Offices (ROs) nationwide for the implementation of Youth Formation Programs (YFP) and Gulayan sa Paaralan Program (GPP). These are aligned to the Basic Education-Learning Continuity Plan (BE-LCP) of the Department of Education (DepEd) for FY2021.

Kindly refer to the following details:

Program	Recipients	Amount (P)
YFP	For YFP (16 ROs and 214 SDOs)	50,000.00 each
	Submitted Project Proposal (2 ROs and 68 SDOs)	Various amounts
	Gawad Siklab Winners (17 SDOs)	10,000.00-50,000.00 each
GPP	For 4th-6th Class Municipalities (76 SDOs)	Various amounts
	Rehabilitation of GPP affected by Typhoons (30 SDOs)	25,000.00 each
	Edible Landscape Project (9 SDOs)	50,000.00-100,000.00 each

In this light, the BLSS-YFD requests the offices concerned to submit reports on the utilization of downloaded PSF through email at [yfd.monitoreval@gmail.com](mailto:yfd.monitoreval@gmail.com) (cc: [blssyfd.ngp@gmail.com](mailto:blssyfd.ngp@gmail.com) for GPP) **not later than 15 December 2021**. Downloadable forms are available at the BLSS-YFD's official website at [www.blssyfd.weebly.com](http://www.blssyfd.weebly.com).



Scan the QR Code to view  
Videos and Magazines  
of Major Programs



#### 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)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [uscc.admin@deped.gov.ph](mailto:uscc.admin@deped.gov.ph); Facebook/Twitter @depedtayo



The following documents are to be submitted:

**1. PSF for YFP**

- a. Accomplished and signed Consolidated Utilization Report (CUR)
- b. Means of Verification (to be submitted by SDOs to ROs)
  - i. Accomplished and signed Activity Information Report and Summary of Expenditure (AIR\_SOE) form
  - ii. Activity/narrative report
  - iii. Photo documentation

**2. PSF for GPP**

- a. Accomplished and signed Consolidated Utilization Report (CUR) for GPP
- b. Means of Verification (to be submitted by SDOs to ROs)
  - i. Accomplished and signed School Information and Status of Fund Support Report (SI\_SFSR)
  - ii. School activity/narrative reports from recipient schools
  - iii. Photo documentation

Please note that the PSF utilization report will be the basis for the provision of PSF allotment next year.

For more information, questions or concerns, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0919 093 4914 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) (cc: Clare Michele Paclibar at [clare.paclibar@deped.gov.ph](mailto:clare.paclibar@deped.gov.ph)).

For strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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