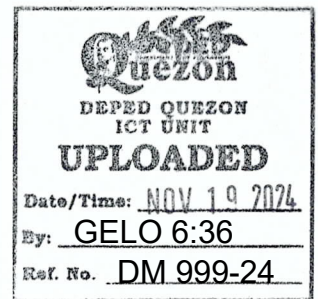




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 November 2024

**DIVISION MEMORANDUM**  
DM No. 999, s. 2024

**DOWNLOADING OF PROGRAM SUPPORT FUND (PSF) OF THE ADOLESCENT REPRODUCTIVE HEALTH PROGRAM FOR FY 2024 ON THE REFURBISHMENT, REACTIVATION, ESTABLISHMENT OF THE LEARNER SUPPORT CENTER AND IMPLEMENTATION OF CSE-ARH CONVERGENCE IN SELECTED SCHOOLS OF DEPED QUEZON**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
School Heads In-charge of Governance and Operations  
Secondary School Principals  
Elementary School Principals  
School Nurses  
All Others Concerned

1. In reference to **Regional Memorandum No. 519, s. 2024** titled *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds (PSF) for the Field Implementation of the Adolescent Reproductive Health Program for FY 2024*, dated July 19, 2024, and **DM-OUOPS-2024-09-05600** titled *Utilization of the Program Support Fund of ARH for FY 2024 on the Refurbishment, Reactivation, and Establishment of the Learner Support Center in Schools*, dated July 3, 2024, the School Health Section of the School Governance and Operations Division (SGOD) is allocating the Program Support Fund (PSF) for FY 2024 under SUB-ARO, RO-4A-2A-2172, to twelve select pilot schools participating in the CSE-ARH Convergence initiative.
2. This aims to ensure the effective and efficient utilization of resources in creating a supportive environment for learners and providing essential services to address adolescent reproductive health issues and related concerns within the community.

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3. Please refer to the enclosures for the list of recipient schools, guidelines for utilizing the funds, and the work and financial plan. Selected schools are required to submit their completed work and financial plans to the Division School Health Section no later than November 30, 2024.
4. For any clarification and concern please get in touch with Ms. Princess Leni May M. Rejano, Nurse II - SDO ARH Focal via email at [princesslenimay.rejano@deped.gov.ph](mailto:princesslenimay.rejano@deped.gov.ph) or contact at 09095085476.
5. Immediate and widest dissemination of this Memorandum is hereby directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SHSPLMR/11/19/2024

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[Enclosure 1 to DM No. 999 s. 2024]

**LIST OF RECIPIENT SCHOOLS OF PROGRAM SUPPORT FUND (PSF) FOR THE  
ARH PROGRAM FY 2024**

1. Patnanungan NHS-Patnanungan
2. Hondagua NHS-Lopez
3. Lopez National Comprehensive High School-Lopez
4. Jongo National High School-Lopez
5. Lopez West Building I-Lopez
6. Pansol Elementary School-Lopez
7. Hondagua Elementary School-Lopez
8. Tagkawayan NHS-Tagkawayan
9. Bondoc Peninsula Agricultural HS-Mulanay
10. San Isidro NHS-General Luna
11. Alabat NHS
12. Canda NHS

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[Enclosure 2 to DM No. 999 s. 2024]

**SAMPLE WORK AND FINANCIAL PLAN FOR PROGRAM SUPPORT FUND OF ARH FOR  
FY 2024 ON THE REFURBISHMENT, REACTIVATION, AND ESTABLISHMENT OF  
LEARNER SUPPORT CENTER (LSC)**

PROGRAM	OUTPUT	ACTIVITIES	EXPENSE ITEM	COSTING	UNIT COST	TOTAL AMOUNT
Adolescent Reproductive Health (ARH)	a. No. of refurbished and reactivated LSC	Carpentry	(List of all materials)	(No. of units)	(Cost per unit)	
		Painting	(List of all materials)	(No. of units)	(Cost per unit)	
	b. No. of Established LSC	Procurement of Office supplies and materials	(List of all supplies and materials)	(No. of units)	(Cost per unit)	
		c. No. of Training/Orientation conducted	Reproduction/printing of SBCC materials, e.g advocacy poster/tarp	(List of all supplies)	(No. of units)	(Cost per unit)
	Orientation/Training		(List of all supplies and materials)	(No. of units)	(Cost per unit)	
	<b>SUB-TOTAL</b>					

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[Enclosure 3 to DM No. 999 s. 2024]

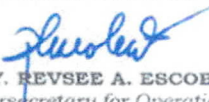


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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM  
 DM-OUOPS-2024-01-000

TO : REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 ESSD AND SGOD CHIEFS  
 ARH FOCALS/COORDINATORS  
 ALL OTHERS CONCERNED

FROM :   
 ATTY. REVSEE A. ESCOBEDO  
 Undersecretary for Operations

SUBJECT : UTILIZATION OF THE PROGRAM SUPPORT FUND OF ARH  
 FOR FY 2024 ON THE REFURBISHMENT, REACTIVATION  
 AND ESTABLISHMENT OF THE LEARNER SUPPORT  
 CENTER IN SCHOOLS

DATE : 3 July 2024

1. Pursuant to R. A. No. 10354, known as the **Responsible Parenthood and Reproductive Health (RPRH) Act of 2012**, under Section 11.03 of the Implementing Rules and Regulations (IRR) states that DepEd shall provide young people in public schools with supportive environments where they have access to (a) Counseling and psycho-social support services; (b) Facilities for information on prevention of risky behaviors, including addiction; (c) Facilities for information on prevention and diagnosis and proper management/treatment of STIs; and (d) Facilities for referral to service providers on all RPRH concerns.
2. Furthermore, **DepEd Order No. 28, series of 2018 or the Oplan Kalusugan Sa Department of Education (OK sa DepEd)** defines an Adolescent Reproductive Health Education (ARH) program as a program that aims to strengthen DepEd's delivery of its mandates under the RPRH Act of 2012, through a guidance and counseling program by enhancing capacities of guidance counselors or designated homeroom guidance teachers and selected non-teaching and health personnel, and develop a referral network to service providers for RPRH concerns.
3. The Program Support Fund (PSF) for the refurbishment, reactivation, and establishment of the school-based Learner Support Center (LSC) aims to:
  - a. Provide a safe, supportive, accessible, and confidential environment for learners;
  - b. provide the supplies and equipment essential for the operations of the school-based LSC for the SDO's identified schools; and



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- c. provide orientation, training, technical assistance, and other activities related to the ARH program;
3. A Learner Support Center will serve as the center for information, providing a supportive, accessible, and confidential environment. It also provides guidance on positive sexual behaviors. It serves as a hub for learners with health, psychosocial, and RPRH concerns and other learner support services. It will also serve as an avenue for referral mechanisms to the community adolescent-friendly facility.
- The LSC will be the generic name for the new and existing centers. However, the existing centers, such as the Teen Health Kiosk, Teen Center, Kabataan Center, KADA Center, TeenDig, etc, that partners and stakeholders support will retain their original brand names.
4. Structurally, schools may assign a room or corner as LSC. It can be an existing space, a separate space within the school premises, or an available room but not used as a classroom, where adolescents can congregate and receive information and services. Considering the sizes and the limited space, schools may provide a room or sufficient space for privacy and confidentiality that can be used for guidance or counseling. The center shall have the following areas, at the minimum:
- Reception area (which includes signages, way finders, etc.) It will serve as the learners' support desk, where the learner can assess queries and concerns of fellow learners and can be the point of referral to relevant support services;
  - Guidance room/ corner; and
  - Activity area which can be used for recreational activities.
5. The identified two (2) secondary schools per SDO will be provided with a program support fund amounting to P50,000.00 each to refurbish, reactivate, and establish the LSC. School Heads shall submit a signed Work and Financial Plan (Annex A) to the Schools Division Office (SDO) for reference.
6. For the procurement of supplies and equipment/ materials, please refer to the Unnumbered Memorandum entitled Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Program Support Funds (PSF) for the Field Implementation of the Adolescent Reproductive Health Program for FY 2024.
7. All procurements relative to the school-based LSC's refurbishment, reactivation, and establishment shall be subject to the usual accounting and auditing rules and regulations.
8. The Learner Support Center's comprehensive operational guidelines will be issued separately. For other references, please access this link: <https://rb.gov/vgaz7g>.
9. For questions and clarification, please contact **Dr. Maria Corazon C. Dumlaog**, Chief Health Program Officer, and **Ms. Phanny S. Ramos**, Health Education and Promotion Officer III of BLSS-School Health Division, via email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), copy furnished [arh@deped.gov.ph](mailto:arh@deped.gov.ph), or telephone number (02) 8632-9935.

BLSS-SHD/PSR



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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

DM-OUOPS-2024-\_\_\_\_\_

TO : REGIONAL DIRECTORS  
 EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION  
 SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND NUTRITION UNIT  
 ADOLESCENT REPRODUCTIVE HEALTH PROGRAM COORDINATORS  
 ALL OTHERS CONCERNED

FROM : *Anth 4x*  
 ANNALYN M. SEVILLA,  
*Undersecretary for Finance*  
*Revsee*  
 Atty. REVSEE A. ESCOBEDO *yy*  
*Undersecretary for Operations*

SUBJECT : IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF THE ADOLESCENT REPRODUCTIVE HEALTH PROGRAM FOR FY 2024

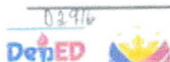
DATE : March 5, 2024

Pursuant to the mandate of the Department of Education to the Republic Act No. (R.A. No.) 10354, titled Responsible Parenthood and Reproductive Health Act of 2012, RA No. 11166, titled The Philippine HIV and AIDS Policy Act, and in support of the implementation of the DepEd Order 31, series of 2018, titled Policy Guidelines in the Implementation of the Comprehensive Sexuality Education, through the **Bureau of Learner Support Services - School Health Division (BLSS-SHD)**, aims to strengthen its mandate to provide a supportive environment to learners and provide basic services in addressing adolescent reproductive health and related concerns in the school community.

To ensure the effective use of the resources, BLSS-SHD issues the implementing guidelines on the allocation, utilization, documentation, and reporting of the said PSF (**Annex A**) with the summarized breakdown of the PSF allocated per RO and SDO (**Annex B**).

For clarifications and concerns, please contact **Phanny S. Ramos, Health Education and Promotion Officer III**, BLSS-SHD through (02) 8632-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) (cc: [arh@deped.gov.ph](mailto:arh@deped.gov.ph)).

For immediate dissemination and compliance.



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Annex A

**IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF THE ADOLESCENT REPRODUCTIVE HEALTH (ARH) PROGRAM FOR FY 2024**

**I. Rationale**

Under the Republic Act 10354 or the Responsible Parenthood and Reproductive Health (RPRH) Law of 2012 and its Implementing Rules and Regulations (IRR), the Department is mandated to give adolescents an age-and-development-appropriate reproductive health education. Integration of responsible parenthood and reproductive health information in formal, non-formal, and indigenous learning, and supportive school environment. The Department of Education, in response to the first two (2) mandates, issued the DepEd Order 31 s. 2018 entitled Policy and Guidelines on Comprehensive Sexuality Education to Integrate Key Reproductive Health Concepts in the Kindergarten Curriculum to Grade 12. The DepEd Order 28, s. 2018, or the *Oplan Kalusugan sa DepEd* was issued, where Adolescent Reproductive Health is one of the flagship programs, in response to the third mandate of RPRH law, which aims to provide the following supportive school environment: (a) Facilities for information, which includes the prevention of risky behaviors, including addiction and the prevention of STIs; (b) Counseling and psychosocial support services or provision of psychosocial screening or rapid HEADSSS and assessment or a comprehensive interview to learners identified with risky behaviors and RPRH concerns.

Moreover, the Joint Memorandum 003, s. 2021: Comprehensive Sexuality Education-Adolescent Reproductive Health (CSE-ARH) Convergence was also issued. The CSE focuses on integrating scientific, age- and developmentally appropriate, and culturally and gender-responsive information on the cognitive, emotional, physical, and social aspects of sexuality in the *Matatag* Curriculum. At the same time, the ARH focuses on establishing a friendly adolescent health facility of information for responsible parenthood and reproductive health concerns, including capacity building and health promotion activities for learners and DepEd personnel, also on ensuring the provision of counseling and proper referral mechanism of schools for learners' reproductive health concerns to community health service providers.

In addition, **Republic Act No. 11975** or the General Appropriations Act of 2024 includes the following **special provision**: *"Appropriation for Adolescent Reproductive Health Program. The amount of at least One Hundred Million Pesos (P100,000,000) appropriated herein under the Learner Support Programs shall be used for the implementation of services and programs on adolescent reproductive health in accordance with the provisions of R.A. 10354 (The Responsible Parenthood and Reproductive Health Act of 2012) and R.A 11166 (Philippine HIV and AIDS Policy Act) to ensure the functionality of the teen centers in all public schools."*

Consistent with this, among the priorities laid down by the Secretary as part of the MATATAG Agenda is to *Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment*. This includes, among others, strengthening mechanisms against all forms of discrimination and dangers, improving learning environments, and ensuring all learners have access to relevant services (psychosocial screening and assessment), guidance, and referral.

Given the above-mentioned legal bases and policy frameworks, field offices, through the School Health and Nutrition (SHN) Sections/Units of the Regional Offices (ROs) and Schools Division Offices (SDOs), will require greater resource support in their implementation of their respective activities related to the program.



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Therefore, these guidelines are issued to prescribe general policies for implementing the ARH Program. This will ensure that all concerned offices can abide by the processes and responsibilities in the PSFs' release, allocation, utilization, and liquidation or reporting. This will also provide the Central Office (CO) with an oversight mechanism for the program implementation.

**II. Scope**

- 2.1 This policy provides guidelines to the ROs and SDOs on the implementation of the ARH Program in DepEd. It covers mechanisms for the release, allocation, utilization, and monitoring and evaluation of the ARH Program.

**III. Project Identification**

- 3.1 In order to facilitate an evidence-based decision-making process, the projects must directly address the adolescent reproductive health challenges.
- 3.2 The Regional/Division ARH Program focal shall prepare and submit the project proposal based on the signed action plan for FY 2024. The project proposal shall be signed by the Regional Director/School Division Superintendent (SDS).

**IV. Funding Requirement**

- 4.1 The funding for the implementation of this policy shall be sourced primarily from the LSP. For FY 2024, a total amount of Php97,500,000.00 shall be downloaded to the ROs. The allocation per RO is attached as Annex "B".
- 4.2 The ROs may further download to the SDOs where applicable. The Regional Director shall be responsible for determining the most equitable distribution of funds among the SDOs.
- 4.3 In cases where the total funds downloaded to ROs are already fully utilized, the Regional Director may request additional funds from the CO through the submission of the following subject to the availability of funds:
- a. Letter request signed by the Regional Director with justification for the request for additional funds.
  - b. Certification that the total amount downloaded for the implementation of ARH Program to the ROs are fully obligated, certified by the Finance Officer in the RO.
  - c. If approved, the Undersecretary and/ or the Assistant Secretary concerned, with the endorsement of the BLSS, shall recommend the request to the Office of the Undersecretary of Finance for the downloading of additional funds.

**V. Allowable Activities**

- 5.1 Activities related to the ARH Program for the functional CSE-ARH convergence and of reactivation and establishment of the Learner Support Center (e.g. Teen Center, Teen Health Kiosk, TeenDig, KADA center, etc.) respectively;
- 5.2 Consultations with the internal and external partners (health and non-health service providers);
- 5.3 Creation of the Regional and Division Technical Working Group (TWG) and



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identification of their roles and responsibilities;

- 5.4 Refurbishment, reactivation, or establishment of School-Based Learner Support Center (teen center/ teen health kiosk/ TeenDig/ KADA center, etc.);

Guidelines on the establishment, reactivation, and operationalization of the School-based Learner Support Center will be issued separately.

- 5.5 Conduct training, workshops, seminars, awareness campaigns, fora, orientation/capacity building, and other related RPRH activities to the Adolescent Reproductive Health Program Coordinators, Guidance Counselors, and Guidance Advocates or Designates - for the implementation of the program; to the parents - for the support and provision of consent on the services to be provided to their children in schools; and to the learners - for empowering them as peer educators/navigators;
- 5.6 Conduct of Psychosocial Screening (Rapid HEEADSSS) and Assessment (Comprehensive HEEADSSS Interview);
- 5.7 Conduct health education and campaigns on ARH-related topics and health celebrations;
- 5.8 Promotion and dissemination of Social Behavioral Change (SBC) online resources (I Choose #MalayaAkongMaging and Oky Philippines Menstrual Tracker application);
- 5.9 Conduct of monitoring and evaluation, including but not limited to monitoring of school activities, functionality of the Learner Support Center, and access to services; analysis and evaluation of data gathered; program implementation review; and the provision of technical assistance to the ARH Coordinators for the improvement on the implementation of the program;
- 5.10 Conduct action research and or video materials that show the impact of the program (attendance, performance, reached demand-generation, services, & referral); and
- 5.11 Conduct of learners' summit (peer navigators' orientation) on Health and Wellness Programs.
- 5.12 The BLSS-SHD must be informed of the schedules of the regional training/orientation for them to provide technical assistance and monitor the fidelity of the training.

**VI. Eligible Expenses**

- 6.1 Procurement of supplies and equipment essential for the operations of the Health and Wellness Hub (i.e., table, chairs, sofa, guitar, board games, desktop, printer, fixtures, office supplies, and other campaign and educational materials for reading and teaching, learning materials, and references);
- 6.2 Printing/reproduction and dissemination of screening tools, existing booklets & other materials on health and wellness programs (School Mental Health, National Drug Education Program, and ARH);
- 6.3 Travel or transportation expenses for the attendance to the national/regional activities (RO/SDO is requested to augment any fund shortages that may occur subject to the usual accounting and auditing rules and regulations), and



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communication expenses;

- 6.4 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);
- 6.5 Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline, and other maintenance and other operating expenses (MOOE);
- 6.6 Honorarium for resource speakers subject to Development Budget and Management (DBM) Budget Circular No. 2007-1, Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators;
- 6.7 The procurement of semi-expendable tangible assets shall be below the capitalization threshold of fifty thousand pesos (Php50,000.00), as prescribed in the Government Accounting Manual.

**VII. Utilization of Program Support Funds**

- 7.1 The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
- 7.2 The Learners Support Program funds provided herein shall be valid for obligation and disbursement until December 31, 2025.

**VIII. Monitoring and Evaluation**

- 8.1 For the effective monitoring of the downloaded funds, ROs shall submit year-end reports on the implementation of the program to the CO through the BLSS-OD and SHD, copy furnished to the Office of the Undersecretary for Operations and Office of the Assistant Secretary for Operations.

A separate memorandum will be issued to provide further guidance on the accomplishment and submission of reports.

- 8.2 The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the compliance of the project implementation of these guidelines.



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