



Republic of the Philippines  
**Department of Education**

01 SEP 2016

DepEd MEMORANDUM  
No. **137**, s. 2016

**ORIENTATION-WORKSHOP FOR YOUTH FORMATION PROGRAM COORDINATORS  
OF THE REGIONAL AND SCHOOLS DIVISION OFFICES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services Youth Formation Division (BLSS-YFD), will conduct the **Orientation-Workshop for Youth Formation Program (YFP) Coordinators at the Regional and Schools Division Offices** from October 3 to 4, 2016 at the Tanza Oasis Hotel and Resort, Tanza, Cavite. This is pursuant to DepEd Order (DO) No. 52, s. 2015 entitled *New Organizational Structures of the Central, Regional and Schools Division Offices of the Department of Education*; DO 19, s. 2016 entitled *Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)*; and DO 11, s. 2016 entitled *Additional Guidelines to DepEd Order 47, s. 2014* which clearly and explicitly stated the roles and functions of the BLSS-YFD.

2. The Orientation-Workshop aims to establish a representative body that fosters its programs through the different levels of governance and making its programs visible, feasible and experienced by its clientele. Specifically, this activity aims to:

- a. enable the participants to present their duties and responsibilities as field counterparts of BLSS-YFD for the effective implementation, monitoring and evaluation of the programs and projects;
- b. discuss possible programs and projects to address the needs of the learners in their respective regions and schools divisions;
- c. formulate strategies for better planning and implementation of the programs, and fast tracking of important data needed; and
- d. demonstrate concrete understanding and appreciation towards the organization, its mission, functions, programs and projects, and directions.

3. The participants to the Orientation-Workshop are as follows:

- a. BLSS-YFD personnel;
- b. Bureau of Human Resource and Organizational Development (BHRD) representatives;
- c. National Educators Academy of the Philippines-Central Office (NEAP-CO) representatives;

- d. One regional designated YFP coordinator; and
  - e. One division designated YFP coordinator.
5. All regions and schools divisions are urgently requested to submit the names of the participants through email at [blssyfd@deped.gov.ph](mailto:blssyfd@deped.gov.ph) on or before **September 16, 2016**.
6. The training costs, which covers board and lodging, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to OSec Funds, while the travel expenses of participants shall be charged to local funds. All expenses are subject to the usual accounting and auditing rules and regulations.
8. Enclosed is the program of activities for reference.
9. For more information, all concerned may contact the **Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD)**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-7232 or through email address: [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.



**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

References:

DepEd Order Nos.: (19 and 11, 2016; 52, s. 2015; and 47, s. 2014)

To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
OFFICIALS  
ORIENTATION  
PROJECTS  
PROGRAMS  
STRAND: Governance and Operations  
WORKSHOP



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
BUREAU OF LEARNER SUPPORT  
SERVICES

Youth Formation Division

ORIENTATION WORKSHOP FOR YOUTH FORMATION PROGRAM  
COORDINATORS AT THE REGION AND DIVISION LEVELS

*Tentative Program of Activities*

TOPIC	CONTENTS	TIME	RESOURCE PERSON
<b>DAY 1</b>			
Management of Learning	<ul style="list-style-type: none"><li>➤ Opening Program</li><li>➤ Roll Call</li><li>➤ Energizer</li></ul>	8:00 AM - 9:00 AM	Warren Quisada
Introduction	➤ Setting of House Rules	9:00 AM - 9:15 AM	Warren Quisada
	➤ Expectation Setting	9:15 AM - 9:45 AM	
Energizer		9:45 AM - 10:00 AM	
Activity 1	➤ Overview on YFD: Structure, Functions, Coordination Mechanisms	10:00 AM - 11:30 AM	Dr. Juan R. Araojo
Open Forum		11:30 AM - 12:00 NN	
Lunch		12:00 NN - 1:00 PM	
Energizer		1:00 PM - 1:05 PM	
Activity 2	➤ Organization and Program Management	1:05 PM - 2:05 PM	Dir. Ma. Lourdes D. Pantoja Director IV, BHRD
Activity 3	➤ How To be An Effective Program Coordinator?	2:05 PM - 3:05 PM	Dr. Juan R. Araojo
Snack		3:05 PM - 3:15 PM	



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
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**Youth Formation Division**

Intoduction to the Workshop	➤ Mechanics	3:15 PM - 3:25 PM	Ms. Glenda Grandozin
Break-out Session (Part 1)	➤ Profiling of the youth	3:25 PM - 4:00 PM	
	➤ Presentation of Output	4:00 PM - 4:30 PM	
Wrap-up and Reminders for Day 2		4:30 PM - 5:00 PM	Warren Quisada
<b>DAY 2</b>			
Management of Learning	➤ Opening Program ➤ Roll Call ➤ Energizer	8:00 AM - 9:00 AM	Ms. Jennifer Anne J. Pascua
Break-out Session (Part 2)	➤ SWOT Analysis on Previous Youth Formation Program	9:00 AM - 9:30 AM	
	➤ Presentation of Output	9:30 AM - 10:00 AM	
	➤ Enumerating Programs and Interventions	10:00 AM - 10:30 AM	
	➤ Presentation of Output	10:30 AM - 11:00 AM	
	➤ Giving suggestions / recommendations to the Central Office Youth Formation Division	11:00 AM - 11:30 AM	
Synthesis And Closing Program		11:30 AM - 12:00 NN	Ms. Jennifer Anne J. Pascua
Lunch		12:00 NN - 1:00 PM	
Home Sweet Home		1:00 PM	