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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1220-0021
MEMORANDUM
02 December 2020

For: **Regional Directors**
Schools Division Superintendents
Regional Youth Formation Coordinators
Division Youth Formation Coordinators

Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROVISION OF FINANCIAL ASSISTANCE TO SELECTED SCHOOLS FOR THE REVIVAL OF GULAYAN SA PAARALAN (GPP) AND SCHOOL INSIDE A GARDEN (SIGA) IN REGIONS 2, 3, 5, AND CAR**

The COVID-19 pandemic and natural calamities which left major damages to school grounds mired the implementation of Gulayan sa Paaralan (GPP) and School Inside a Garden (SIGA).

In this regard, the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD) will provide financial assistance to selected schools for the revival of GPP and SIGA.

To ensure the proper, efficient, and effective utilization of the program support funds for selected schools, the Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting for the Provision of Financial Assistance to Selected Schools for the Revival of GPP and SIGA in Regions 2, 3, 5, and CAR is hereby issued.

For questions or concerns, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0920 525 9196 or email at blss.yfd@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.


ALAIN DEL B. PASCUA
Undersecretary



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[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A

General Guidelines

- I. Selected Schools Division Offices (SDOs) shall receive financial assistance for the revival of Gulayan sa Paaralan (GPP) and School Inside a Garden (SIGA) in the selected schools. Funds are released through Sub-Allotment Release Order (Sub-ARO) from the Central Office to SDOs.

The SDOs shall disburse the P50,000.00 to selected schools corresponding to the allocation provided in Annex 1 (List of Schools with Program Support Funds). Coordination with division budget and accounting offices is advised.

- II. Allowable Expenses

- A. Purchase of gardening tools (e.g. fork, shovel, rake, hoe);
- B. Purchase of vegetable/ fruit; saplings;
- C. Salaries of manpower; and
- D. Other related expenses for the revival of GPP and SIGA

- III. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in these guidelines is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

- IV. Judicious utilization of the fund is expected. Obligation, implementation, and payment shall be acquiescent to Executive Order (EO) No. 91, titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.

- V. Responsibilities

- A. The Division Youth Formation Coordinators and the Division Finance Officers shall be accountable for the disbursement and liquidation of funds support/downloaded to their respective offices;
- B. The selected schools with Program Support funds shall submit narrative reports with photo documentation upon completion of the project to the Division YFD Coordinators for consolidation. The Division YFD Coordinators shall then submit the consolidated report to the concerned Regional YFD Coordinators for compilation. Regional YFD coordinators shall submit the report to BLSS-YFD at blss.yfd@deped.gov.ph. Regional and Division YFD Coordinators are directed to compile all original copies of the signed reports;
- C. Obligation and disbursement of funds shall be in accordance with applicable Department of Education (DepEd), Commission on Audit (COA) and Department of Budget and Management (DBM) guidelines.



VI. Monitoring and Evaluation

DepEd Central Office, through the BLSS-YFD, shall conduct regular monitoring of program implementation and fund utilization of Regional Offices (ROs) and Schools Division Offices (SDOs).

VII. Effectivity

These guidelines shall take effect upon its approval.



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