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Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No.: 216 s. 2025

APR 21 2025

TO: School Head of Identified Schools
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

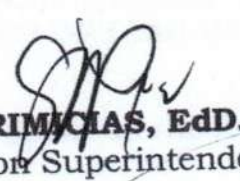
SUBJECT: **ESTABLISHMENT AND REACTIVATION OF SCHOOL-BASED
LEARNER SUPPORT CENTER (SBLSC)**

DATE: April 14, 2025

PARTICULARS

1. In reference to DM-OUPS-2024-09-05600 "Utilization of the Program Support Fund for FY 2024 on the Refurbishment, Reactivation and Establishment of the Learner Support Center in Schools", this division provides a program support fund to identified schools as follows:
 - **La Union National High School**
 - **San Fernando South Central School**
2. The establishment of school-based Learner Support Center 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
 - c. Provide orientation, training, technical assistance, and other activities related to the ARH program
3. Identified school recipients shall be provided with a support fund amounting to P50,000.00 each to establish the School-Based Learner Support Center and shall submit a printed and signed copy of Work and Financial Plan on or before April 25, 2025 to the division office.

- Procurement of items and materials shall be based on the attached Proposed/Suggested Expenditure Items and Corresponding Activities (Annex A) with Program of Works (Annex B) for refurbishment. Please submit Annex A, Annex B, and Work and Financial Plan.
5. All procurements relative to the establishment of the School-Based Learner Support Center shall be subject to the usual accounting and auditing rules and regulations.
 6. For your information, guidance and compliance.


SHEILA MARIE A. PRIMICIAS, EdD., CESQ VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

Annex A.

PROPOSED/ SUGGESTED EXPENDITURE ITEMS AND CORRESPONDING ACTIVITIES ON THE ESTABLISHMENT/ REACTIVATION OF LEARNER SUPPORT CENTER

The fifty-thousand pesos (P50,000) amount shall be spent on the following:

Refurbishment and Reactivation of School-Based Learner Support Center Activities	Suggested Expenditure Items
Procurement of Furniture and fixtures	Furniture and fixtures: e.g. Cabinet, School Help Desk (table), Chairs
Procurement of Office Equipment	Office Equipment: e.g. Desktop, Printer, office supplies
Procurement of Educational Materials for reading and teaching, learning materials, and references and Mental Health and Psychosocial support materials	Art Materials: e.g. Sketchpad/Canvass Pad, Crayons, Scissors, Pencils, Paintbrush, Watercolor/Paint/Oil Pastel, etc. Musical Instruments: e.g. Guitar, Ukulele, Keyboard, etc. Indoor Recreational Materials / Sports Equipment: e.g. Board Games, Yoga mat, etc.
Procurement of Construction Materials	Paint, Paint Brush/Roller Brush, Roller Pads, Wood, Nails, etc.
Labor and Wages	Construction Labor

PROGRAM OF WORKS

Project Name: School-Based Learner Support Center (SBLSC)

Scope of Work	Item	Unit	Quantity	Unit Cost	Total	Remarks
A. Carpentry Works e.g. Ceiling, Carpentry Wall Partition	e.g. Wood Nail	Pc kg	2 1	800 120	1,600 120	
B. Painting Works e.g. Ceiling, Wall Painting (Additional type of work)	e.g. Paint Paint Brush	gallon pc	1 2	1,500 100	1,500 200	
				A. Materials	3,420	
				B. Labor (30% of the total materials)	(3,420 x 30%) = 1,026	
				Grand Total		

Prepared by:

Reviewed by:

Funds Availability:

Guidance Designate / ARH Focal Person

Division Engineer

Division Accountant

Approved by:

School Head

Annex C. Work and Financial Plan



Republika ng Pilipinas
Department of Education

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 : *Annalyn M. Sevilla*
ANNALYN M. SEVILLA
Undersecretary for Finance

Revsee A. Escobedo
Atty. REVSEE A. ESCOBEDO
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 (cc: arh@deped.gov.ph).

For immediate dissemination and compliance.

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 HEEADSSS 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.

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

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

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.

Annex B

ALLOCATED FUNDS PER REGIONS AND SCHOOLS DIVISION OFFICES

Region	# of SDOs	Schools Division Office	Regional Capacity Building / ARH Summit	Reactivation of Learner Support Center (Teen Center/ Teen Health Kiosk, etc)	Establishment of Learner Support Center	CSE-ARH convergence / Referral Mechanisms	SUB-TOTAL AMOUNT
Region I			650,000	700,000	700,000	3,080,000	5,130,000
Region I	14	Alaminos City		50,000	50,000	200,000	300,000
Region I		Batac City		50,000	50,000	200,000	300,000
Region I		Candon City(new)		50,000	50,000	200,000	300,000
Region I		Dagupan City		50,000	50,000	230,000	330,000
Region I		Ilocos Norte		50,000	50,000	230,000	330,000
Region I		Ilocos Sur		50,000	50,000	230,000	330,000
Region I		La Union		50,000	50,000	230,000	330,000
Region I		Laoag City		50,000	50,000	200,000	300,000
Region I		Pangasinan I		50,000	50,000	250,000	350,000
Region I		Pangasinan II		50,000	50,000	250,000	350,000
Region I		San Carlos City		50,000	50,000	230,000	330,000
Region I		San Fernando City		50,000	50,000	200,000	300,000
Region I		Urdaneta City		50,000	50,000	230,000	330,000
Region I		Vigan City		50,000	50,000	200,000	300,000
Region II			600,000	450,000	450,000	1,990,000	3,490,000
Region II	9	Batanes		50,000	50,000	200,000	300,000
Region II		Cagayan		50,000	50,000	250,000	350,000
Region II		Cauayan City		50,000	50,000	200,000	300,000
Region II		Ilagan		50,000	50,000	200,000	300,000
Region II		Isabela		50,000	50,000	250,000	350,000
Region II		Nueva Vizcaya		50,000	50,000	230,000	330,000
Region II		Quirino		50,000	50,000	230,000	330,000
Region II		Santiago City		50,000	50,000	200,000	300,000
Region II		Tuguegarao City		50,000	50,000	230,000	330,000
Region III			6,800,000	1,000,000	1,000,000	4,500,000	13,300,000
Region III	20	Angeles City (M)		50,000	50,000	230,000	330,000
Region III		Aurora		50,000	50,000	230,000	330,000
Region III		Balanga City		50,000	50,000	200,000	300,000