



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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DIVISION MEMORANDUM  
 No. 236 s. 2021

July 12, 2021


**RECIPIENT SCHOOLS FOR THE PROGRAM SUPPORT FUNDS GULAYAN SA PAARALAN (GPP)  
 FOR FY 2021**

To: Public Schools District Supervisor  
 School Heads Concerned

- Office of the Undersecretary for Administration Memo 00-0421-0035 dated March 5 2021 re: Implementing guidelines on the allocation, utilization, documentation, and reporting for the program support funds for the implementation of Gulayan sa Paaralan (GPP) for FY 2021, SDO Abra identified the five (5) recipients schools as follows:

School	School Heads	District
Casilagan Elementary School	Pilita C. Apolinar	Pidigan
Lagangilang Central School	Rico Tubadeza Jr.	Lagangilang
Isit Elementary School	Esteban Lope	La Paz
Agtangao Elementary School	Nenita Sabino	Bangued East
An-anao Integrated School	Eugenio Millare	Tayum

- The five identified recipient schools for the program support funds of Gulayan sa Paaralan for FY 2021 will be receiving PhP 25, 000.00 each to for the establishment of their GPP.
- Attached is a copy of Annex A of OUA Memo 00-0421-0035 for your reference and guidance in the disbursement of the given amount.
- For immediate dissemination and compliance.

  
**BENILDA M. DAYTACA EDD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge Office of the  
 Schools Division Superintendent

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## Annex A

### **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING FOR THE PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF GULAYAN SA PAARALAN (GPP) FOR FY2021**

- I. School Selection Criteria for the Schools Division Office (SDO)
  - A. The school has minimal or no established GPP.
  - B. The school does not belong to the lighthouses and crop museums set by the Integrated School Nutrition Model (ISNM).
  - C. The school is located in a 4<sup>th</sup>-6<sup>th</sup> class municipality.
  - D. The school head has expressed interest in sustaining and improving the functionality of their GPP.
  - E. The school has a clearly identified or designated GPP Coordinator, also with expressed interest in sustaining and improving the functionality of their GPP.
  - F. The school has at least 200 square meters (one area or total area of small separate sites) of land area which they could develop into their GPP.
  - G. The identified GPP area has access to a water source.
  - H. The identified GPP area receives at least six (6) hours of direct sunlight.
  - I. The proposed GPP area is within the jurisdiction/ownership of the school. Otherwise, there should at least be a signed letter or memorandum of understanding (MOU) between the school and the land owner indicating the approval of use of the specific land area size for a specified time period.
  - J. The school has identified the vulnerabilities of the selected garden site to impacts of extreme weather conditions or climate change (e.g., prone to flooding during heavy rains, extreme soil drought during summer season, etc.).

The SDO shall disburse P25,000.00 directly to each selected school in coordination with their respective division budget and accounting offices.

#### II. Allowable Expenses

- A. purchase of gardening tools (e.g., fork, shovel, rake, hoe)
- B. purchase of vegetable/fruit saplings or seedlings
- C. labor expenses
- D. other related expenses in the establishment of GPP

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 this set of 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 (YFCs) and the Division Finance Officers shall be accountable for the disbursement of the support funds downloaded to their respective offices.
- B. The selected schools with Program Support Funds shall submit narrative reports with photo documentation (before and after) and liquidation report upon completion of the project to the Division YFC for consolidation. The Division YFCs shall then submit the consolidated report to the concerned Regional YFC for compilation using the attached template (Annex 1). Regional YFCs shall submit the compiled report to BLSS-YFD at [blssyfd.ngp@gmail.com](mailto:blssyfd.ngp@gmail.com) every end of each quarter. Further, Regional and Division YFCs are directed to compile all original copies of the signed reports.
- C. The obligation and disbursement of funds shall be in accordance with applicable guidelines of DepEd, Commission on Audit (COA), and Department of Budget and Management (DBM).

## 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 SDOs.

## VII. Effectivity

This set of guidelines shall take effect upon its approval.



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