



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



February 26, 2021

**REGIONAL MEMORANDUM**

No. 118, s. 2021

**To: ALL SCHOOLS DIVISION SUPERINTENDENTS  
This Region**

**REITERATION OF THE SHARED SERVICES OF THE DIVISION PROJECT  
DEVELOPMENT OFFICER 1**

1. Pursuant to DepEd Order # 19, s. 2016 entitled "Guidelines on the Organizational Structures and Staffing Patterns of Stand Alone and Integrated Public Senior High School (SHS), all Project Development Officers (PDO1) / Youth Formation Coordinators, whose services shall be shared among schools within the division, shall be stationed in the division office.

2. To clarify the roles and functions of the PDO1/Youth Formation coordinators who are primarily in-charge of the Youth Formation Program implementation such as Student Leadership Training (SSG and SPG), SIGA (School in a Garden), YES-O (Youth for Environment in School), Adolescent Reproductive Health (ARH) and other DepEd-mandated activities for youth formation, the following DepEd issuances are hereby cited:

- OUA Memo 00-1020-0057 (Transfer of Management and Supervision of Gulayan sa Paaralan Program) dated October 2,2020
- OUA Memo 00-1020-0128 (transfer of Management and Supervision of Barkada Kontra Droga (BKD) Program)

3. The PDO 1/ Youth Formation Coordinators shall submit their program implementation reports to BLSS-YFD through the ESSD-Regional Youth Formation Program Coordinator per quarter or when required.



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4. Due to the several tasks assigned to the Division Youth Formation Coordinators, all SGOD chiefs are hereby advised to designate a division health personnel to assist in the management of GPP and BKD Programs. They shall coordinate with the PDO1 in the implementation and monitoring of the programs as well as in the preparation of the program accomplishment reports.
5. For your information and guidance.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Encls.: NONE

Reference: DO # 19, 2016, OUA Memo 00-1020-0057 and OUA Memo 00-1020-0128

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

BARKADA KONTRA DROGA

GULAYAN SA PAARALAN PROGRAM

PROJECT DEVELOPMENT OFFICER 1

YOUTH FORMATION COORDINATOR

ESS/ajc  
02/26/2021