REGION MEMORANDUM
ESSD No. 74, s. 2021

3RD VIRTUAL QUARTERLY MEETING OF REGION AND DIVISION
YOUTH FORMATION COORDINATORS AND PDOs 1

To: Schools Division Superintendents
SDO Youth Formation Coordinators and PDOs-1

1. The 3rd Virtual Quarterly Meeting of the Region and Division Youth Formation Coordinators and Project Development Officers (PDO)-1 will be on September 22, 2021 at 9:00 am to 2:00 pm.

2. Every SDO shall prepare a 3 -5 minute video presentation of the highlights of 3rd Quarter accomplishments including the status of utilization of the downloaded funds using the form of YFD (See Enclosure 2) and plans for the remaining quarter. Likewise, they have to submit their implementation report using the prescribed template. (Please see enclosure 3)

3. Participants will register to the link which will be provided by the Host SDO Gensan Youth Formation Coordinator to FB group chat or to individual email account. Participants are advised to log in at least 15 minutes before the start of the activity.

4. Required health standards, based on the latest updates of the Department of Health and relevant authorities, shall be observed at all times. Refer to the DepEd Task Force COVID-19 (DTFC) Memorandum No. 464 titled Reiteration of Corresponding Work-Related Guidelines per Community Measures in Work Settings in View of the Threat of Delta Variant Transmission.

5. Expenses incurred by the region and divisions in the preparation and participation to this activity shall be charged against downloaded funds or local funds subject to the usual accounting and auditing rules and regulations.

6. For queries and more information you may contact Ismael N. Ngitngit, Jr. Regional Youth Formation Coordinator at 09101879877 or at ismael.ngitngit001@deped.gov.ph
7. Immediate dissemination of this memorandum is desired.

CARLITO D. ROCAFORT
Director III
OIC - Office of the Regional Director

Encl.: As stated
Reference: None
Allotment: None
To be indicated in the Perpetual Index under the following Subjects:
YOUTH FORMATION AND DEVELOPMENT
Enclosure 1 to Region Memorandum ESSD No. 74, s. 2021

**Indicative Program**

9:00  - Preliminaries - Host SDO
9:15  - Acknowledgement of Participants
    - Call to Order
    - Message  : Napoleon J. Gio, Chief ESSD
    - Message  : Carlito D. Rocafort, Regional Director
9:45  - Reading of the Previous Minutes
    - Business arising from the previous minutes
    - Approval of the provisional Agenda
10:00 - Reporting thru Video Presentation
11:30 - Review of the YFD programs and Plans for 4th quarter
1:30  - Ways Forward/Closing Remarks
2:00  - Adjournment
Enclosure 2 to Region Memorandum ESSD No. 74, s. 2021

**Activity Information Report and Statement of Expenditure (AIR-SOE)_v3 on below link.**

https://blssyfd.weebly.com/forms.html

**Enclosure 3 to Region Memorandum ESSD No. 74, s. 2021**

### YFD Implementation Report Template

<table>
<thead>
<tr>
<th>KRA</th>
<th>KPI</th>
<th>Target</th>
<th>Actual</th>
<th>Best Practices/ Innovation</th>
<th>Challenges / Resolution</th>
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<tbody>
<tr>
<td>YFD Program Management and Implementation</td>
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Physical | Financial | Physical | Financial |

**Prepared by:**

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**Noted by:**

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**Youth Formation Coordinator**

**Chief**

**Approved by:**

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**SDS**