



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED
Date: JAN 05 2023

DNCR-F-ORD-057/RO/011112019

MEMORANDUM

No. 008 s. 2023

To : Schools Division Superintendents

From : 
WILFREDO E. CABRAL, CESO III
Regional Director

Subject : Request for Submission of Consolidated Regional YFD Accomplishment and Means of Verification for the Fiscal Year 2022

Date : January 4, 2023

1. Pursuant to the attached Unnumbered Memorandum dated December 14, 2022 from the Office of the Assistant Secretary for Youth Affairs and Special Concerns, the Division Offices are hereby requested to submit accomplishment videos, activity report and in action photos as means of verification (MOVs) for the Fiscal Year 2022 through this link : <https://bit.ly/3GGJiBt> on or before **January 20, 2023**.
2. In this connection, the Division Youth Formation Focal Persons are requested to create and submit the Division Accomplishment Video and MOVs as follows :
 - a. Upload raw videos without music, in the **Raw Videos** folder of the drive in accordance to the specific YFD Program, with the respective SDO as its file name;
 - b. Watermark should not be used in the video;
 - c. Use action photos;
 - d. Videos to be uploaded must be in the following specifications :
 - a) Video resolution : 1080 x 1920
 - b) Aspect Ratio : 16:9
 - c) Video Format : MP4
 - e. PPAs implemented will be uploaded in the **Notable PPAs implemented by the SDO** folder of the drive in accordance to the YFD Program, with the respective SDO as its file name;
 - f. Upload all MOVs (Activity Report, and action photos) in the **Means of Verification (MOVs)** folder of the drive in their respective folders, and for photos with this file name format : Title of the Activity _# (e.g.SPG/SSG Election_1);
 - g. Indicate the title, date, and a description of all activities conducted in the activity report.
3. For clarifications and concerns on this matter, please contact Dr. Gina L. Cruz, Senior Education Program Specialist, through email at gina.cruz002@deped.gov.ph .
4. For strict compliance and immediate dissemination.

Encl. :as stated

/essd/glc/



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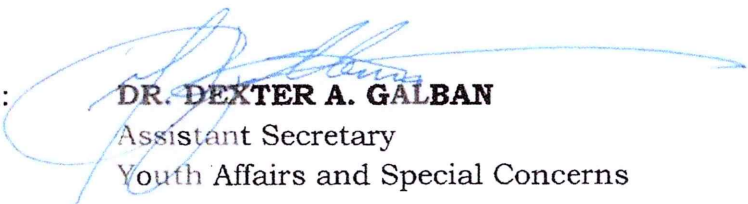




Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR
YOUTH AFFAIRS AND SPECIAL CONCERNS

MEMORANDUM

To: **Minister, Basic, Higher and Technical Education (MBHTE)**
Regional Directors
Schools Division Superintendents
Regional and Division Youth Formation Coordinators

From: 
DR. DEXTER A. GALBAN
Assistant Secretary
Youth Affairs and Special Concerns

Subject: **REQUEST FOR SUBMISSION OF CONSOLIDATED
REGIONAL YFD ACCOMPLISHMENT AND MEANS OF
VERIFICATION FOR THE FISCAL YEAR 2022**

Date: December 14, 2022

The Office of the Assistant Secretary for Youth Affairs and Special Concerns- Youth Formation Division (OASYASC-YFD) is monitoring the activities and implementation of Youth Formation Programs in the regional and division level such as:

- a. Student Government Program (SPG / SSG)
- b. National Greening Program (GPP, SIGA, YES-O)
- c. Civic Engagement Program (BKD, Boy scout/Girl scout)
- d. Allyship Programs (Mental Health, Adolescent Reproductive Health, Indigenous People, Child Right and Child Protection)
- e. Youth Formation Training and Capacity Building
- f. Monitoring and Evaluation Conducted
- g. Other Youth Formation Activities conducted in partnership with other stakeholders

In this light, the OASYASC-YFD hereby requests all Regional Youth Formation Coordinators (RYFCs) to submit a consolidated regional Youth Formation accomplishment video, activity report and in action photos as means of verification (MOV) on or before January 31, 2023. Please refer to Annexes A and B for guidelines in the creation of the accomplishment video and submission of MOVs.

Furthermore, the requested videos and MOVs will be archived and used in the creation of the YFD Information, Education and Communication (IECs) and accomplishment report.

For more information, questions, and concerns on this matter, please contact Mr. Rovin James F. Canja, Officer-In-Charge, Project Development Officer IV of OASYASC-YFD, through email at oasyasc.yfd@deped.gov.ph (cc: Ms. Clare Michelle I. Paclibar at clare.paclibar@deped.gov.ph).

For immediate dissemination and strict compliance.

Annex B

Guidelines in Submission of Means of Verification (MOVs)

1. Follow the link provided: <https://tinyurl.com/2022AccomplishReport>.
2. Create a google folder for your region to upload MOVs.
 - a. File Convention: Region (Ex: Region 1)
3. Inside the created folder, prepare 1 folder for the Regional Office and for each Division Office
4. Upload all MOVs from the Regional and Division Offices (Activity Report, and action photos)
5. One (1) activity report only per for the regional office and for division office
6. In the activity report, indicate the title, date and a description of all activities conducted
7. Rename all photos based on the title of the activities
 - a. File convention: Title of the Activity_# (Ex: SPG/SSG Election_1)

Annex A

Guidelines in the Creation and Submission of the Regional Accomplishment Video

1. Prepare a 3-5 minute video presentation highlighting the FY-2022 accomplishments of the whole region following programs:
 - a. Student Government Program (SPG / SSG)
 - b. National Greening Program (GPP, SIGA, YES-O)
 - c. Civic Engagement Program (BKD, Boy scout/Girl scout)
 - d. Allyship Program (Mental Health, Adolescent Reproductive Health, Indigenous People, Child Right and Child Protection)
 - e. Youth Formation Training and Capacity Building
 - f. Monitoring and Evaluation
2. Include notable PPAs implemented by Division Offices based on the above mentioned programs
3. Include short description of the featured PPAs
4. Watermark should not be used in the video
5. For images to be included in the video, use action photos
6. Use background music that are free to use or use original music
7. Video must be recorded in the following specification:
 - a. Video resolution: 1080x 1920
 - b. Aspect Ratio: 16:9
 - c. Video Format: .MP4
8. For easier identification, use the file name convention:
Region_YFD-Accomplishment Report
Ex: Region 5_YFD-Accomplishment Report
9. Submit the accomplishment video at oasyasc.yfd@deped.gov.ph