



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM
No. 235, s. 2023

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors / OIC - PSDSs
Elementary and Secondary School Heads
School Health Section Personnel
All Others Concerned

FROM : WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

DATE: October 20, 2023

SUBJECT : SUBMISSION OF ANNUAL SUMMARY REPORT ON THE
ADOLESCENT REPRODUCTIVE HEALTH (ARH) PROGRAM FOR S.Y.
2022-2023

1. Pursuant to Rule 15.4 of the Implementing Rules and Regulations of the Republic Act No. 10354, Also Known as The Responsible Parenthood and Reproductive Health Act of 2012, DepEd shall provide an annual report of its Comprehensive Sexuality Education (CSE) – Adolescent Reproductive Health (ARH) Program. This Office requests all elementary and secondary schools to submit annual summary report for S.Y. 2022-2023 on ARH program, particularly on teenage pregnancy, psychosocial assessment, and referral by **November 15, 2023**.
2. Downloadable Regional summary report templates may be accessed through the link: <https://bit.ly/ARH-SY2022-2023-REPORT-TEMPLATE>.
3. Attached Herewith is the Guidelines on the submission of the ARH summary report for S.Y. 2022-2023 with enclosure to OM-OASOPS-2023-09.
4. For information, guidance, and strict compliance of all concerned.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163

Enclosure to Memorandum

GUIDELINES ON THE SUBMISSION OF THE ARH SUMMARY REPORT FOR S.Y. 2022-2023

I. Roles and Responsibilities of ARH Coordinators

- A. **School Level** - the school ARH coordinators shall submit requested data on the ARH program to the SDO ARH coordinator.
- B. **SDO Level** - the SDO ARH coordinators shall consolidate the ARH data submitted by the school ARH coordinators. They shall also encode the consolidated data to the Regional summary report templates provided by the Regional ARH coordinator. However, the SDO coordinators still need to submit a validated consolidated report to the Regional ARH coordinator with the following signatories:
 - a. Prepared and validated by the SDO ARH coordinator;
 - b. with recommending approval of the SGOD Chief; and
 - c. approved by the Schools Division Superintendent.
- C. **RO Level** - the Regional ARH coordinator shall provide the SDO ARH coordinators access to the summary report templates. They shall also provide guidance to the ARH coordinators from the school and SDO levels in accomplishing the template. They shall ensure the complete and accurate accomplishment of the summary report, and the timely submission of the summary report to the Central Office.
- D. **Central Office** - The Bureau of Learner Support Services - School Health Division (BLSS-SHD) shall develop and provide the summary report template to the field ARH coordinators. It shall also provide guidance to the field ARH coordinators on how to properly accomplish the template. It shall also consolidate the data submitted by all Regional ARH coordinators.

II. Access to the Summary Report Template

The templates can be accessed through the link: <https://bit.ly/ARH-SY2022-2023-REPORT-TEMPLATE>. Download the template specific to your Regional Office (RO). The templates are customized for each RO, reflecting all Schools Division Offices (SDOs) within its jurisdiction.

Note: Templates can be contextualized by the SDOs, temporarily, while the creation of SDO templates is in process. The RO and SDO names in the templates are editable. You may replace the RO name with your SDO name, and then replace the SDO names with the Schools' names instead. Modifying the templates can aid the SDOs in consolidating data from the school.

III. Encoding of Data

The Regional summary report template has three tabs: **Pregnancy**, **Psychosocial**, and **Referral**. Each tab collects specific information and allocates spaces for each SDO ARH coordinator to encode data. The SDO ARH coordinators shall input data only on the spaces specifically provided for their SDO.

In addition, there are summary tables that automatically compute the consolidated data from the SDOs. **Do not encode data on the summary tables in each tab** to avoid accidentally modifying the formulas.

A. Pregnancy Tab

This tab collects data on adolescent pregnancy, the status of pregnant learners, and the status of impregnators. The data to be encoded should be disaggregated accordingly (e.g., grade level, S.Y. quarter, etc.).

B. Psychosocial Tab

This tab shall collect data **only from schools that conducted HEEADSSS assessments**. The following adjustments to accomplish the summary report templates have been made:

- **No need to disaggregate the data based on age for S.Y. 2022-2023.** However, for the succeeding school years, age-disaggregated data will be requested.

C. Referral Tab

This tab collects data on the number of learners with psychosocial concerns referred to internal and external service providers. The data to be encoded shall be disaggregated accordingly (i.e., psychosocial concern, service providers, and status of referred learners).

IV. Submission of the Regional Summary Report

An online folder for the submission of accomplished reports can be accessed through the link: <https://bit.ly/UPLOAD-ARH-REPORTS>. This folder contains sub-folders corresponding to each RO where accomplished reports can be uploaded.