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**Department of Education**

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**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION  
AND UTILIZATION OF THE HUMAN RESOURCE DEVELOPMENT FUND  
FOR TEACHERS AND SCHOOL LEADERS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders**.
2. These Guidelines aim to promote and support the professional development of DepEd public school teachers and school leaders.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. For more information, please contact the **National Educators Academy of the Philippines (NEAP)**, Second Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or at telefax number (02) 8638-8638.
5. This DepEd Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order is directed.



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DEPED-OSEC-446189

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

DepEd Order No. 021, s. 2018

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

ALLOCATION  
EXPENSES  
FUNDS  
PROGRAMS  
PROJECTS  
SCHOOLS  
TEACHERS

MCR/SMMA/APA/MPC, DO Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund...  
0174 - June 23, 2021/07-28-21 (Revised Version)

(Enclosure to DepEd Order No. 030, s. 2021)



## MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION OF THE HUMAN RESOURCE DEVELOPMENT FUND FOR TEACHERS AND SCHOOL LEADERS

### I. Rationale

1. Ensuring teacher quality is indispensable in the delivery of quality, accessible, relevant and liberating education. Pursuant to its goal of providing every Filipino with access to quality basic education, the Department of Education (DepEd) is mandated to undertake programs, activities, and projects (PAPs) aimed towards continuing professional development of its personnel especially at the schools and learning centers.
2. For this purpose, Human Resource Development Funds have been allocated to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders at various governance levels. It has three (3) components: (1) the Central Office-Managed Funds; (2) the Program Support Fund (PSF); and, (3) the In-Service Training (INSET) Fund. The implementation of programs associated with these funds is lodged in various offices at the Central (CO), Regional (ROs), and Schools Division Offices (SDOs).
3. Previously, all PAPs geared towards the continuing professional development of regular or permanent teaching and non-teaching personnel in public schools and learning centers including teaching personnel who perform managerial, administrative and supervisory roles at the schools division, regional, and central offices are funded under the HRD Funds provided in the General Appropriations Act (GAA). Its allocation and utilization are governed by DepEd Order No. 021, s. 2018 entitled, *"Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers."* However, a separate fund under the FY 2021 GAA for the professional development solely for non-teaching personnel has been included, called Organizational and Professional Development for Non-Teaching Personnel (OPDNTP). Hence, this Guidelines establishes the coverage that delimits the HRD Funds to public school teachers and school leaders.

### II. Scope

4. This Guidelines shall apply to all PAPs funded under the Human Resource Development Fund for Personnel in Schools and Learning Centers as provided in the General Appropriations Act (HRD Fund), that are geared towards the continuing professional development of public school teachers and school leaders.

5. The HRD Fund has three components: (1) the Central Office-Managed HRD Funds which is intended to support the operations and programs of NEAP as well as the professional development (PD) programs provided by bureaus and service units in the Central Office; (2) the PSF which is downloaded by NEAP to the ROs and SDOs; and, the INSET Funds that are directly released by the Department of Budget and Management (DBM) to the SDOs.
6. The Guidelines provides the CO, ROs and SDOs with clear and systematic processes on the allocation, planning and availment, and utilization of the HRD Fund.

### III. Definition of Terms

7. For the purpose of this Guidelines, the following terms are defined as follows:
  - a. **Activity** is a work process that contributes to the fulfillment of a program, sub-program or project (DBM National Budget Circular No. 559, dated 26 June 2015). Activities are output-driven undertakings with specific calendar schedule and resource assignment. The objectives of an activity typically have corresponding tangible and quantifiable outputs. An activity must be anchored on a program / project and consistent with DepEd's vision and mission. Activities are significantly limited in scope and shorter in lifespan than either programs or projects. Activities may be initiated by the CO, ROs, SDOs, schools or by external partners. Activities are generally evaluated against the expected / identified outputs and immediately after they have ended.
  - b. **Authorization** is the formal NEAP evaluation of non-DepEd entities applying to become a provider of recognized professional development programs and courses for teachers and school leaders (DO No. 001, s. 2020).
  - c. **Authorized Learning Service Providers (LSP)** are non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and school leaders within DepEd (DO No. 001, s. 2020).
  - d. **Continuing Professional Development (CPD)** refers to the inculcation of advanced knowledge, skills, and ethical values in a post-licensure specialization or in an inter- or multidisciplinary field of study, for assimilation into professional practice, self-directed and research and/or lifelong learning (Republic Act No. 10912). The management of retention and renewal of the Professional Regulation Commission (PRC) ID is dependent on the units earned by the public school teachers and school leaders through the different professional development programs and courses.

- e. **DepEd Service Providers (DSP)** refer to any DepEd Central Office bureaus, services or units, DepEd Regional Offices or DepEd Schools Division Offices that provide professional development programs and courses to teachers and school leaders in accordance with DepEd Order 001, s. 2020.
- f. **Human Resource Development** is a range of activities that cover continuing professional development, organization and career development aimed at improving individual and organizational productivity. It is a long-term process that includes regular opportunities and experiences planned systematically to promote growth and development in the profession (DO No. 21, s. 2018).
- g. **Learning Action Cell (LAC)** is a group of teachers and learning center teaching personnel who are engaged in collaborative learning sessions to solve shared challenges encountered in the school. LACs are school-based communities of practice that are positive, caring and safe spaces (DO No. 35, s. 2016).
- h. **Learning Center** is a physical space to house learning resources and facilities of a learning program for out-of-school youth and adults. It is a venue for face-to-face learning activities and other learning opportunities for community development and improvement of the people's quality of life (Republic Act No. 9155).
- i. **NEAP-Recognized Professional Development Programs and Courses** are programs and courses offered by DSPs and LSPs that have undergone the quality assurance and recognition process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism under DepEd Order No. 001, s. 2020.
- j. **Permanent Position** is an appointment status issued to a person who meets all the minimum qualification requirements of the position to which he/she is being appointed, including the appropriate eligibility prescribed in accordance with the provision of law, rules and standards, promulgated in pursuance thereof. This includes all levels of position (*as amended by Civil Service Memorandum Circular No. 15, s. 1999*).
- k. **Personnel** are employees of the Department who are occupying permanent positions and are included in the plantilla positions of the Department.
- l. **Personnel in Schools and Learning Centers** refer to teachers and school leaders as defined in these guidelines.

- m. **Portfolio Managers** are the officials that provide direction and strategies in the management, allocation and utilization of the HRD Funds. The Undersecretary in-charge of NEAP is the HRD Fund Portfolio Manager for DepEd, while the Regional Directors and the Schools Division Superintendents shall serve as the Portfolio Managers in their respective field offices.
- n. **Professional Development (PD) Credit Units** are the credit units earned by teachers and school leaders after successfully completing a NEAP-recognized professional development program or course (DO No. 20, s. 2020).
- o. **Professional Standards** are the professional practice articulated in the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS).
- p. **Programs** are integrated group of activities that contribute to an agency's continuing objective such as General Administration and Support, Support to Operations, and Operations (DBM National Budget Circular No. 559, dated 26 June 2015). Programs are strategic interventions anchored on DepEd mandate, goals and national policies such that implementation of programs constitutes or supports the Department's core business.
- q. **Projects** are agency undertakings within a definite time frame and which are designed to produce pre-determined goods or services (DBM National Budget Circular No. 559, dated 26 June 2015). Projects are interventions relatively narrower in scope compared to programs. Projects yield more immediate results for specific target groups. Projects may be components of or anchored on programs or are independent of any program. Projects may be designed or implemented in support of a program, address learners' and other needs not covered by a program or to experiment, try out or pilot an innovation or solution. Projects have specific time frames (short- or medium-term), follow defined schedules or work plans and are implemented through activities.
- r. **Recognition** is a quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism (DO No. 001, s. 2020).
- s. **School Leaders** are Head Teachers, Department Heads, Principals and Assistant Principals, Schools District Supervisors, Education Program Supervisors, Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools

Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance (DO No. 001, s. 2020).

- t. **Teachers** are regular or permanent personnel in schools and learning centers who are “engaged in the classroom teaching of any subject, including practical / vocational arts, at the elementary and secondary levels of instruction” (Republic Act No. 7784).

#### **IV. Statement of Policy**

8. The Department of Education supports the professional development of its personnel especially those at the schools and learning centers. Hence, professional development activities shall be adequately supported through the allocation of funds for personal growth and professional development of public school teachers and school leaders.
9. This Guidelines aims to:
  - a. Promote accountability for the judicious use of the HRD Funds for the attainment of DepEd goals;
  - b. Ensure transparency and efficiency in the allocation, planning and availment, and utilization of the HRD Fund across DepEd units and field offices; and,
  - c. Provide a mechanism for monitoring and evaluation of fund utilization at various levels.
10. This Guidelines is expected to bring out the following outcomes:
  - a. Improved competency of public school teachers and school leaders;
  - b. Improved utilization of the HRD Fund; and,
  - c. Increase in percentage of schools conducting Learning Action Cell (LAC) sessions.

#### **V. Composition of the HRD Funds**

11. The HRD Funds is composed of the Central Office-Managed Funds, the Program Support Funds (PSF) and the In-Service Training (INSET) Funds:
  - a. Central Office-Managed Funds

- i. NEAP shall undertake the preparation of the allocation of the CO-Managed HRD Funds to be approved by the HRD Fund Portfolio Manager.
  - ii. For FY 2021, the CO-Managed Fund allocation is provided in **Annex 1**.
  - iii. For the succeeding fiscal years, a memorandum shall be issued by NEAP not later than the first week of March indicating the CO-Managed Fund allocation for the current year.
- b. Program Support Funds (PSF)
  - i. Program Support Funds (PSF) to the Regional (ROs) and Schools Division Offices (SDOs) shall be downloaded by NEAP to support the development and implementation of professional development programs and courses for public school teachers and school leaders.
  - ii. For FY 2021, the PSF allocation for ROs is provided in **Annex 2**, while the PSF allocation for SDOs is provided in **Annex 3**.
  - iii. For the succeeding fiscal years, a memorandum shall be issued by NEAP not later than the first week of March, indicating the PSF allocation of each RO and SDO for the current fiscal year.
- c. In-Service Training (INSET) Funds
  - i. The In-Service Training (INSET) Fund is intended to support the development and conduct of professional development programs for public school teachers and school leaders at the SDO level.
  - ii. INSET Funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses (MOOE) of public elementary schools.

## **VI. Eligible Activities and Allowable Expenses**

- 12. The HRD Fund shall be used for INSET, PSF and CO-Managed activities related to the following:



- a. Professional development of teachers and school leaders, whether developed and implemented by DepEd (CO, RO, or SDO) or by Authorized Learning Service Providers (LSPs);
- b. Trainers' training in cases of CO-, RO- and SDO-managed programs geared towards providing professional development to teachers and school leaders;
- c. Provision of technical assistance to SDOs and schools on the conduct of LAC sessions;
- d. Development, enhancement and implementation of learning and development systems and programs related to the professional development of teachers and school leaders;
- e. Training program design development and training delivery modality development;
- f. Development, production and reproduction of LAC training materials, session guides, and video-lectures that have undergone quality assurance;
- g. Management of the HRD Funds at the Central Office including program planning and monitoring and evaluation; and,
- h. Hiring of Highly Technical Consultants and Contract of Service (COS) personnel of NEAP-CO to support the development and implementation of professional development programs and courses for teachers and school leaders.

13. The allowable expenses are the following:

- a. Board and lodging of participants, resource persons, and the management team, the use of function room/s, provision of audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
- b. Payment of reasonably-assessed registration or enrolment fees to LSPs on behalf of public school teacher and school leader beneficiaries for their participation in NEAP-Recognized Professional Development Programs and Courses;
- c. Payment of procured services of LSPs;
- d. Transportation cost and per diem of the participants, resource persons and management team;

- e. Communications expense for professional development activities utilizing the online mode of delivery either through reimbursement of Fifty Pesos and 00/100 (PhP 50.00) per online training day or through availment of the centrally-procured communications package;
  - f. Supplies and materials at standard cost, which may include the printing of training modules and activity sheets and purchase of paper materials, writing tools and implements, and other training supplies as may be required;
  - g. Professional fees or honoraria of non-DepEd resource persons subject to DBM Budget Circular No. 2007-1 and DBM National Budget Circular No. 2007-510;
  - h. Contingency expenses relative to conduct of the aforementioned activities that are not indicated in the budget estimate but are necessary in the conduct of the activity (Reimbursement of all contingency expenses must be supported by a strong justification of its necessity to the conduct of the activity approved by the Head of Office and official receipts); and,
  - i. Other expenses in support of the aforementioned activities are deemed eligible expenses provided these are classified under MOOE.
14. All expenses shall be subject to pertinent accounting and auditing rules and regulations.

## **VII. Implementing Officials and Offices**

15. The following DepEd Officials and Offices shall have the primary responsibility in implementing the provisions of these Guidelines:
- a. In the Central Office (CO), for the management of the entirety of the HRD Fund and the portion of the CO-Managed Fund:
    - i. HRD Fund Portfolio Manager - The Undersecretary in charge of NEAP
    - ii. HRD Fund Implementing Unit - The National Educators Academy of the Philippines (NEAP)
    - iii. Program Owners - All other bureaus and service units in the DepEd Central Office
  - b. In the DepEd Regional Offices (ROs), for the management of the PSF:
    - i. Portfolio Managers - Regional Directors

- ii. HRD Fund Implementing Units - NEAP in the Regions (NEAP-Rs)
  - iii. Program Owners - All functional divisions and units in the DepEd Regional Offices
- c. In the Schools Division Offices (SDOs), for the management of the INSET Funds and PSF:
- i. Portfolio Managers - Schools Division Superintendents
  - ii. HRD Fund Implementing Units - Human Resource Development Service (HRDS)
  - iii. Program Owners - All functional divisions and units in the DepEd Schools Division Offices

### VIII. Procedure

16. To ensure the attainment of the objectives of this Guidelines, the following procedures shall be adopted:
- a. Preparation of the Strategic HRD Plan
    - i. NEAP shall be in charge of preparing the Strategic HRD Plan (**Annex 4**) in coordination with the HRD Fund Implementing Units in the ROs and SDOs.
    - ii. The Strategic HRD Plan contains the programs, activities and projects that are intended to be conducted for the following fiscal year, taking into account the provisions stated in Item VI of this issuance on eligible activities and allowable expenses. It should likewise take into consideration the national and regional strategic direction and PD priorities as well as the strategic direction of the division and its particular context.
    - iii. NEAP-R shall be in charge of preparing the Regional Strategic HRD Plan (**Annex 5**), while the HRDS shall be in charge of preparing the Division Strategic HRD Plan (**Annex 6**).
    - iv. The Strategic HRD Plan shall be submitted every third quarter shall be the basis for the allocation of funds for the following fiscal year.
    - v. To the extent possible, the NEAP-CO shall provide guidance and technical assistance to the ROs and SDOs in ensuring that

the Strategic HRD Plans are synchronized with the Central Office Plans.

b. Allocation of the HRD Funds

- i. NEAP, as the implementing office of the HRD Funds, prepares the fund allocation of the HRD Funds for the current year based on the approved GAA.
- ii. The HRD Fund Portfolio Manager approves the allocation list prepared by NEAP.
- iii. NEAP disseminates the allocation list to the ROs and SDOs through the HRD Fund Implementing Offices in the ROs and SDOs.

c. Planning and Availment of the Funds

- i. Central Office (CO) - There are three (3) types of professional development programs at the CO level: (1) NEAP in-house PD programs and courses; (2) Subsidized NEAP-recognized professional development programs and courses; and, (3) PD programs and courses developed and implemented by the CO bureaus and service units.

The following steps shall be undertaken:

1. NEAP in-house PD programs and courses

- a. The program manager prepares the Program Implementation Plan (PIP) (**Annex 7**) for inclusion in the Work and Financial Plan (WFP).
- b. Upon approval of the WFP, the program manager submits the application for the Recognition of the program to the Quality Assurance Division of NEAP (NEAP-QAD).
- c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program to the Office of the Director of NEAP (NEAP-OD) including

a copy of the issued Recognition Certificate.

- d. NEAP-OD issues the Certificate of Availability of Budget and submits the AR/ATC to the Planning Service for proper routing and approval of the AR/ATC.

2. Subsidized NEAP-recognized PD programs and courses

*A separate guidelines on the subsidy of NEAP-recognized PD programs and courses shall be issued.*

3. PD programs and courses developed and implemented by the CO bureaus and service units
  - a. The program owner (CO bureau or service unit) submits the PIP to NEAP.
  - b. NEAP conducts an initial evaluation of the submitted PIP and checks the details of the proposal such as the design of the program, mode of delivery, the targeted participants, the allocation given for each expenditure item, the computation of the budget, etc. If NEAP deems the proposal to be in order, the budget amounting to the proposal shall be earmarked.
  - c. The program owner submits the application for the Recognition of the program.
  - d. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program to NEAP including a copy of the issued Recognition Certificate.
  - e. NEAP issues the Certificate of Availability of Budget and submits the AR/ATC to the Planning Service for

proper routing and approval of the AR/ATC.

- ii. Regional Offices (ROs) - There are two (2) types of professional development programs at the RO level: (1) PD programs and courses developed and implemented by the RO functional units; and, (2) PD programs and courses developed and implemented by the RO functional units in partnership with LSPs.

The following steps shall be undertaken:

1. PD programs and courses developed and implemented by the RO functional units
  - a. The program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
  - b. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
2. PD programs and courses developed and implemented by the RO functional units in partnership with LSPs

Engagement of any third party technical partner in designing, development, and implementation of any program shall be in accordance with applicable laws, rules and regulations for purposes of utilizing the HRD Funds.

- a. The program owner submits the application for the Authorization of the LSP to NEAP-CO.
- b. Upon approval of the application for Authorization, the program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.

- c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
- iii. Schools Division Offices (SDOs) - There are two (2) types of professional development programs at the SDO level: (1) PD programs and courses developed and implemented by the SDO functional units; and, (2) PD programs and courses developed and implemented by the SDO functional units in partnership with LSPs.

The following steps shall be undertaken:

1. PD programs and courses developed and implemented by the SDO functional units
  - a. The program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
  - b. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
2. PD programs and courses developed and implemented by the SDO functional units in partnership with LSPs

Engagement of any third party technical partners in designing, development, and implementation of any program shall be in accordance with applicable laws, rules and regulations for purposes of utilizing the HRD Funds.

- a. The program owner submits the application for the Authorization of the LSP to NEAP-CO.

- b. Upon approval of the application for Authorization, the program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
  - c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
- d. Reporting
- i. All program owners are required to prepare and upload their PAPs Physical Accomplishment Report through PMIS as required in the provisions of DepEd Order 011, s. 2021 (*Guidelines on the Operationalization of PMIS*);
  - ii. Ensure timely submission of plans and monitoring reports; and,
  - iii. Adhere to the terms of their approved AR/ATC, the provisions of these Guidelines and other budget and finance policies in the implementation of their program and in the utilization of their allocation.

## **IX. Duties and Responsibilities**

20. The different officials and offices at the Central, Regional and Schools Division Offices shall have the following general duties and responsibilities:
- a. Central Office (CO)
    - i. The Undersecretary in charge of NEAP as the HRD Fund Portfolio Manager
      - 1. Provides guidance and leadership in planning, allocation, utilization and monitoring and evaluation of the funds as well as in the implementation of the guidelines;
      - 2. Ensures the timely and proper preparation of budget, planning and finance documents such as



the Strategic HRD Plan and the HRD Fund WFP;  
and,

3. Provides general direction in the management of the HRD Funds.
- ii. National Educators Academy of the Philippines (NEAP) as the HRD Fund Implementing Unit at the CO level
1. Under the guidance of HRD Fund Portfolio Manager, leads and coordinates the planning, allocation, monitoring and evaluating the utilization of the HRD Funds as well as the implementation of these Guidelines;
  2. Reports to the HRD Fund Portfolio Manager on the status of the utilization of the funds and the implementation of the policy;
  3. Gathers and consolidates all reports pertaining to the planning, allocation and monitoring and evaluation of the utilization of the HRD Fund and the implementation of these Guidelines;
  4. Undertakes the Authorization of LSPs and the Recognition of professional development programs and courses;
  5. Determines which NEAP-recognized programs and courses shall be subsidized;
  6. Evaluates the reasonability of the proposed registration or enrollment fees of all programs and courses submitted for Recognition;
  7. Maintains the database of NEAP-PDP and the registry of the professional development records of teachers and school leaders; and,
  8. Conducts quarterly PIR.
- iii. All bureaus and service units in the DepEd Central Office as program owners
1. Submit PIP for evaluation of NEAP;

2. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
3. Submit all documents relative to the application for Recognition of the PD program;
4. Prepare the AR / ATC;
5. Submit accomplishment reports and update the PMIS; and,
6. Attend the PIR.

b. In the DepEd Regional Offices (ROs), for the management of the PSF:

i. Portfolio Managers - Regional Directors

1. Ensure the equitable allocation and judicious utilization of HRD Funds downloaded to the RO for regional programs and interventions;
2. Provide guidance and leadership in planning, allocation, utilization and monitoring of the funds consistent with these Guidelines;
3. Spearhead the development of the Regional Strategic HRD Plan; and,
4. Conduct analysis of program plans of the ROs and SDOs and provides feedback.

ii. HRD Fund Implementing Units - NEAP in the Regions (NEAP-Rs)

1. Ensure submission of required documents such as the Regional Strategic HRD Plan and monitoring and evaluation reports to NEAP;
2. Consolidate the Division Strategic HRD Plan submitted by the SDOs;

3. Coordinate with NEAP and SDOs on matters relating to professional development programs and interventions funded under the HRD Fund;
  4. Download PSF allocated by NEAP to the SDOs; and,
  5. Conduct quarterly PIR.
- iii. Program Owners - All functional divisions and units in the DepEd Regional Offices
1. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
  2. Submit all documents relative to the application for Authorization of the LSP;
  3. Submit all documents relative to the application for Recognition of the PD program;
  4. Prepare the AR / ATC;
  5. Submit accomplishment reports and update the PMIS; and,
  6. Attend the PIR.
- c. In the Schools Division Offices (SDOs), for the management of the INSET Funds and PSF:
- i. Portfolio Managers - Schools Division Superintendents
    1. Ensure the equitable allocation and judicious utilization of HRD Funds downloaded to the SDO for regional programs and interventions;
    2. Provide guidance and leadership in planning, allocation, utilization and monitoring of the funds consistent with these Guidelines;
    3. Spearhead the development of the Division Strategic HRD Plan; and,

4. Conduct analysis of program plans of the SDOs and provides feedback.
- ii. HRD Fund Implementing Units - Human Resource Development Service (HRDS)
    1. Ensure submission of required documents such as the Division Strategic HRD Plan and monitoring and evaluation reports to NEAP;
    2. Coordinate with NEAP and ROs on matters relating to professional development programs and interventions funded under the HRD Fund; and,
    3. Conduct quarterly PIR.
  - iii. Program Owners - All functional divisions and units in the DepEd Schools Division Offices
    1. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
    2. Submit all documents relative to the application for Authorization of the LSP;
    3. Submit all documents relative to the application for Recognition of the PD program;
    4. Prepare the AR / ATC;
    5. Submit accomplishment reports and update the PMIS; and,
    6. Attend the PIR.

## **X. Monitoring and Evaluation**

17. To ensure effective and efficient implementation of the professional development programs and the judicious use of the HRD Funds, a Program Implementation Review (PIR) shall be conducted by NEAP quarterly. This shall serve as the avenue for the ROs and SDOs to report their progress on the implementation of their programs and the status of the utilization of their funds.

18. NEAP shall conduct activities to monitor the HRD Fund utilization. These activities include but are not limited to:
  - a. HRD Fund-Wide Quarterly Program Implementation Review (PIR) in accordance with DepEd- Wide Quarterly PIR;
  - b. Monitoring of Office Level PIR;
  - c. Monitoring and updating of Program Management Information System (PMIS); and,
  - d. Mid-Year and Year-End Conference with the Regional Offices.
19. All HRD Fund Implementing Units are required to conduct their own regular monitoring of the implementation of the programs which shall be reported during the quarterly PIR with NEAP-CO. The results of PIR shall be the basis of the adjustments in plans and budgets for the implementation of year and for longer-term planning and budgeting.

## XI. References

21. The following issuances were used as reference by these Guidelines:
  - a. DBM Budget Circular No. 2007-1, *"Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators"*
  - b. DBM National Budget Circular No. 2007-510, *"Reiterating the Existing Laws, Rules and Regulations and Other Issuance Relative to the Judicious and Prudent Use of Government Funds in Line with the Issuance of Administrative Order (AO) No. 6, s. 2017"*
  - c. DepEd Memo No. 82, s. 2020, *"Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses"*
  - d. DepEd Memorandum 50, s. 2020, *"DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023"*
  - e. DepEd Order No. 25, s. 2020, *"National Adoption and Implementation of the Philippine Professional Standards for School Heads"*

- f. DepEd Order No. 24 s. 2020, *“National Adoption and Implementation of the Philippine Professional Standards for Supervisors”*
- g. DepEd Order No. 20, s. 2020, *“Adoption and Implementation of NEAP Professional Development Credit Unit Banking Mechanism for Participation of Teachers and School Leaders in NEAP-Recognized Professional Development Programs and Courses”*
- h. DepEd Order No. 1, s. 2020, *“Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders”*
- i. DepEd Order No. 21, s. 2018, *“Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers”*
- j. DepEd Order No. 17, s. 2017, *“National Adoption and Implementation of the Philippine Professional Standards for Teachers”*
- k. DepEd Order No. 28, s. 2017, *“Guidelines on the Allocation and Utilization of the Human Resource Training and Development Funds”*
- l. DepEd Order No. 35, s. 2016, *“The Learning Action Cell as K to 12 Basic Education Program School Based Continuing Professional Development Strategy for the Improving of Teaching and Learning”*
- m. Republic Act No. 10912, *“Continuing Professional Development Act of 2016”*
- n. Republic Act No. 9155, *“Governance of Basic Education Act of 2001”*
- o. Civil Service Commission Memorandum Circular No. 15, s. 1999, *“Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998”*
- p. Civil Service Commission Memorandum Circular No. 40, s. 1998, *“Revised Omnibus Rules on Appointments and Other Personnel Actions”*
- q. Republic Act No. 7784, *“An Act to Strengthen Teacher Education in the Philippines by Establishing Centers of Excellence, Creating a Teacher Education Council for the Purpose, Appropriating Funds Therefor, and for Other Purposes”*

## **XII. Effectivity**

- 22. All existing DepEd Orders and Memoranda inconsistent with these Guidelines are rescinded.
- 23. This DepEd Order shall take effect immediately upon its issuance. Certified true copies of this DO shall be filed with the Office of the National Administrative

Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

24. These Guidelines shall be in force and effect starting FY 2021.

**XIII. Annexes**

Annex 1 - FY 2021 HRD Fund Allocation

Annex 2 - FY 2021 PSF Allocation for Regional Offices

Annex 3 - FY 2021 PSF Allocation for Schools Division Offices

Annex 4 - Strategic HRD Plan

Annex 5 - Regional Strategic HRD Plan

Annex 6 - Division Strategic HRD Plan

Annex 7 - Program Implementation Plan (PIP)



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DEPED-OSEC-446189

**FY 2021 HRD FUND  
Allocation List**

<b>Program</b>	<b>Allocation (Blended)</b>	<b>Remarks</b>
<b>A. PROGRAM TRANSFORMATION</b>		
<i>Support to various NEAP PD programs (Design and Development, Implementation) - TIP, School and Instructional Leadership Programs for SHs and Supervisors, Coaching-Mentoring/LAC Facilitators' Training, etc.</i>	109,002,200.00	NEAP-Led Programs
<i>Support to NEAP Program Transformation support processes (PD Planning, Recognition, Authorization, M and E, Policy, Research, Communications, Partnerships, PDIS, Others)</i>	34,666,480.00	NEAP-Led Programs
<i>Support to PD programs of Field Units (Region and Division)</i>	276,750,000.00	To Be Downloaded; subject to guidelines
<i>Support to Participation in NEAP-Recognized Programs /Courses (Registration fees and communications)</i>	510,576,460.00	NEAP-Led Programs
<i>Support to CO B/S/O Initiated Programs/ Courses Recognized by NEAP</i>	200,000,000.00	Other DepEd CO B/S/O
<b>B. ORGANIZATIONAL TRANSFORMATION</b>		
Personnel and Office Process Enhancement	18,304,600.00	NEAP-Led Programs
NEAP Operations	8,760,260.00	NEAP Overhead
<b>TOTAL MOOE</b>	<b>1,158,060,000.00</b>	





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FY 2021 Program Support Fund  
ALLOCATION LIST

Regional Offices

Region	Classification <i>(as of 27 January 2020)</i>	Allocation
1	Medium	4,000,000.00
2	Small	3,000,000.00
3	Large	5,000,000.00
4A	Large	5,000,000.00
4B	Small	3,000,000.00
5	Medium	4,000,000.00
6	Large	5,000,000.00
7	Large	5,000,000.00
8	Medium	4,000,000.00
9	Small	3,000,000.00
10	Medium	4,000,000.00
11	Medium	4,000,000.00
12	Small	3,000,000.00
13	Medium	4,000,000.00
CAR	Small	3,000,000.00
NCR	Large	5,000,000.00
	<b>TOTAL</b>	<b>64,000,000.00</b>



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DEPED-OSEC-446189

FY 2021 Program Support Fund  
ALLOCATION LIST

Schools Division Offices

Region	Classification (as of 27 January 2020)	Allocation
<b>1</b>		
Alaminos City	S	750,000.00
Batac City	S	750,000.00
Candon City	S	750,000.00
Dagupan City	M	1,000,000.00
Ilocos Norte	M	1,000,000.00
Ilocos Sur	M	1,000,000.00
La Union	M	1,000,000.00
Laoag City	S	750,000.00
Pangasinan I, Lingayen	L	1,250,000.00
Pangasinan II, Binalonan	L	1,250,000.00
San Carlos City	M	1,000,000.00
San Fernando City	S	750,000.00
Urdaneta City	M	1,000,000.00
Vigan City	S	750,000.00
	<b>Subtotal</b>	<b>13,000,000.00</b>
<b>2</b>		
Batanes	S	750,000.00
Cagayan	L	1,250,000.00
Cauayan City	S	750,000.00
City of Ilagan	M	1,000,000.00
Isabela	L	1,250,000.00
Nueva Vizcaya	M	1,000,000.00
Quirino	M	1,000,000.00
Santiago City	S	750,000.00
Tuguegarao City	M	1,000,000.00
	<b>Subtotal</b>	<b>8,750,000.00</b>
<b>3</b>		
Angeles City	M	1,000,000.00
Aurora	M	1,000,000.00
Balanga City	S	750,000.00
Bataan	M	1,000,000.00
Bulacan	L	1,250,000.00
Cabanatuan City	M	1,000,000.00
Gapan City	S	750,000.00
Mabalacat City	M	1,000,000.00
Malolos City	M	1,000,000.00
Meycauayan City	S	750,000.00
Munoz Science City	S	750,000.00

Nueva Ecija	L	1,250,000.00
Olongapo City	M	1,000,000.00
Pampanga	L	1,250,000.00
San Fernando City	M	1,000,000.00
San Jose City	S	750,000.00
San Jose del Monte City	M	1,000,000.00
Tarlac	L	1,250,000.00
Tarlac City	M	1,000,000.00
Zambales	M	1,000,000.00
	<b>Subtotal</b>	<b>19,750,000.00</b>
<b>4A</b>		
Antipolo City	M	1,000,000.00
Bacoor City	M	1,000,000.00
Batangas	L	1,250,000.00
Batangas City	M	1,000,000.00
Binan City	M	1,000,000.00
Cabuyao City	M	1,000,000.00
Calamba City	M	1,000,000.00
Cavite	L	1,250,000.00
Cavite City	S	750,000.00
Dasmariñas City	M	1,000,000.00
General Trias	M	1,000,000.00
Imus City	M	1,000,000.00
Laguna	L	1,250,000.00
Lipa City	M	1,000,000.00
Lucena City	M	1,000,000.00
Quezon	VL	1,500,000.00
Rizal	L	1,250,000.00
San Pablo City	M	1,000,000.00
Sta. Rosa City	M	1,000,000.00
Tanauan City	M	1,000,000.00
Tayabas City	S	750,000.00
	<b>Subtotal</b>	<b>22,000,000.00</b>
<b>4B</b>		
Calapan City	M	1,000,000.00
Marinduque	M	1,000,000.00
Occidental Mindoro	M	1,000,000.00
Oriental Mindoro	M	1,000,000.00
Palawan	L	1,250,000.00
Puerto Princesa City	M	1,000,000.00
Romblon	M	1,000,000.00
	<b>Subtotal</b>	<b>7,250,000.00</b>
<b>5</b>		
Albay	L	1,250,000.00
Camarines Norte	M	1,000,000.00
Camarines Sur	VL	1,500,000.00
Catanduanes	M	1,000,000.00

Iriga City	S	750,000.00
Legaspi City	M	1,000,000.00
Ligao City	M	1,000,000.00
Masbate	L	1,250,000.00
Masbate City	M	1,000,000.00
Naga City	M	1,000,000.00
Sorsogon	M	1,000,000.00
Sorsogon City	M	1,000,000.00
Tabaco City	M	1,000,000.00
	<b>Subtotal</b>	<b>13,750,000.00</b>
<b>6</b>		
Aklan	M	1,000,000.00
Antique	M	1,000,000.00
Bacolod City	M	1,000,000.00
Bago City	M	1,000,000.00
Cadiz City	M	1,000,000.00
Capiz	M	1,000,000.00
Escalante City	S	750,000.00
Guimaras	M	1,000,000.00
Himamaylan City	M	1,000,000.00
Iloilo	VL	1,500,000.00
Iloilo City	M	1,000,000.00
Kabankalan City	M	1,000,000.00
La Carlota City	S	750,000.00
Negros Occidental	L	1,250,000.00
Passi City	S	750,000.00
Roxas City	M	1,000,000.00
Sagay City	M	1,000,000.00
San Carlos City	M	1,000,000.00
Silay City	M	1,000,000.00
Sipalay City	M	1,000,000.00
	<b>Subtotal</b>	<b>20,000,000.00</b>
<b>7</b>		
Bais City	S	750,000.00
Bayawan City	M	1,000,000.00
Bogo City	S	750,000.00
Bohol	L	1,250,000.00
Carcar City	M	1,000,000.00
Cebu	VL	1,500,000.00
Cebu City	M	1,000,000.00
City of Naga, Cebu	S	750,000.00
Danao City	M	1,000,000.00
Dumaguete City	S	750,000.00
Guihulngan City	S	750,000.00
Lapu-Lapu City	M	1,000,000.00
Mandaue City	M	1,000,000.00
Negros Oriental	L	1,250,000.00
Siquijor	M	1,000,000.00

Tagbilaran City	S	750,000.00
Talisay City	M	1,000,000.00
Tanjay City	S	750,000.00
Toledo City	M	1,000,000.00
	<b>Subtotal</b>	<b>18,250,000.00</b>
<b>8</b>		
Baybay City	M	1,000,000.00
Biliran	M	1,000,000.00
Borongan City	S	750,000.00
Calbayog City	M	1,000,000.00
Catbalogan City	M	1,000,000.00
Eastern Samar	M	1,000,000.00
Leyte	L	1,250,000.00
Maasin City	S	750,000.00
Northern Samar	M	1,000,000.00
Ormoc City	M	1,000,000.00
Samar (Western Samar)	M	1,000,000.00
Southern Leyte	M	1,000,000.00
Tacloban City	M	1,000,000.00
	<b>Subtotal</b>	<b>12,750,000.00</b>
<b>9</b>		
Dapitan City	S	750,000.00
Dipolog City	M	1,000,000.00
Isabela City	M	1,000,000.00
Pagadian City	M	1,000,000.00
Zamboanga City	M	1,000,000.00
Zamboanga del Norte	L	1,250,000.00
Zamboanga del Sur	L	1,250,000.00
Zamboanga Sibugay	M	1,000,000.00
		<b>8,250,000.00</b>
<b>10</b>		
Bukidnon	L	1,250,000.00
Cagayan de Oro City	M	1,000,000.00
Camiguin	S	750,000.00
El Salvador	S	750,000.00
Gingoog City	M	1,000,000.00
Iligan City	M	1,000,000.00
Lanao del Norte	M	1,000,000.00
Malaybalay City	M	1,000,000.00
Misamis Occidental	M	1,000,000.00
Misamis Oriental	M	1,000,000.00
Oroquieta City	S	750,000.00
Ozamis City	M	1,000,000.00
Tangub City	S	750,000.00
Valencia City	M	1,000,000.00
	<b>Subtotal</b>	<b>13,250,000.00</b>

<b>11</b>		
Compostela Valley	M	1,000,000.00
Davao City	L	1,250,000.00
Davao del Norte	M	1,000,000.00
Davao del Sur	M	1,000,000.00
Davao Occidental	M	1,000,000.00
Davao Oriental	M	1,000,000.00
Digos City	M	1,000,000.00
Island Garden City of Samal	S	750,000.00
Mati City	M	1,000,000.00
Panabo City	M	1,000,000.00
Tagum City	M	1,000,000.00
	<b>Subtotal</b>	<b>11,000,000.00</b>
<b>12</b>		
General Santos City	M	1,000,000.00
Kidapawan City	M	1,000,000.00
Koronadal City	M	1,000,000.00
North Cotabato	L	1,250,000.00
Sarangani	M	1,000,000.00
South Cotabato	M	1,000,000.00
Sultan Kudarat	M	1,000,000.00
Tacurong City	S	750,000.00
	<b>Subtotal</b>	<b>8,000,000.00</b>
<b>13</b>		
Agusan del Norte	M	1,000,000.00
Agusan del Sur	M	1,000,000.00
Bayugan City	S	750,000.00
Bislig City	M	1,000,000.00
Butuan City	M	1,000,000.00
Cabadbaran City	S	750,000.00
Dinagat Island	M	1,000,000.00
Siargao	M	1,000,000.00
Surigao City	M	1,000,000.00
Surigao del Norte	M	1,000,000.00
Surigao del Sur	M	1,000,000.00
Tandag City	S	750,000.00
	<b>Subtotal</b>	<b>11,250,000.00</b>
<b>CAR</b>		
Abra	M	1,000,000.00
Apayao	M	1,000,000.00
Baguio City	M	1,000,000.00
Benguet	M	1,000,000.00
Ifugao	M	1,000,000.00
Kalinga	M	1,000,000.00
Mt. Province	M	1,000,000.00
Tabuk City	M	1,000,000.00

	<b>Subtotal</b>	<b>8,000,000.00</b>
<b>NCR</b>		
Caloocan City	L	1,250,000.00
City of San Juan	S	750,000.00
Las Piñas City	M	1,000,000.00
Makati City	M	1,000,000.00
Malabon City	M	1,000,000.00
Mandaluyong City	M	1,000,000.00
Manila	L	1,250,000.00
Marikina City	M	1,000,000.00
Muntinlupa City	M	1,000,000.00
Navotas	M	1,000,000.00
Paranaque City	M	1,000,000.00
Pasay City	M	1,000,000.00
Pasig City	M	1,000,000.00
Quezon City	L	1,250,000.00
Taguig	M	1,000,000.00
Valenzuela City	M	1,000,000.00
	<b>Subtotal</b>	<b>16,500,000.00</b>
	<b>TOTAL</b>	<b>211,750,000.00</b>



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**Department of Education**



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STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

Recommending Approval:

Approved By:

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*





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REGIONAL OFFICE STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

Recommending Approval:

Approved By:

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*



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SCHOOLS DIVISION OFFICE STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

\_\_\_\_\_  
*Name / Signature / Date*

Recommending Approval:

\_\_\_\_\_  
*Name / Signature / Date*

Approved By:

\_\_\_\_\_  
*Name / Signature / Date*



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REGION :  
DIVISION :

**PROGRAM IMPLEMENTATION PLAN**

<b>A. PROGRAM PROFILE</b>	
<b>PROGRAM / ACTIVITY TITLE</b>	
<b>RATIONALE</b>	
<b>PROGRAM OUTCOME</b>	
<b>MAJOR FINAL OUTPUT</b>	







Republic of the Philippines  
**Department of Education**

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REGION :

DIVISION :

D. PROGRAM MANAGEMENT		
ROLE	TASK	NAME OF PERSONNEL

Prepared By:

Recommending Approval:

Approved By:

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*

\_\_\_\_\_  
*Name / Signature / Date*