



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024- 0427**

**TO :** Regional Directors  
Schools Division Superintendents  
Human Resource Development Division Chiefs  
NEAP-R Focal Persons  
School Heads  
All Others Concerned

**FROM :**   
**WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary for Human Resource  
and Organizational Development

**SUBJECT :** **GUIDELINES ON THE UTILIZATION OF FY 2024 HUMAN  
RESOURCE DEVELOPMENT (HRD) FUND**

**DATE :** 11 March 2024

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is faithful to its mandate of ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs, pursuant to DepEd Order No. 011, s. 2019 or the *Implementation of the NEAP Transformation* and Section 18. (e) of Republic Act No. 11713 also known as the *Excellence in Teacher Education Act*.
2. This undertaking is anchored on the constitutional mandate of the Department to provide every Filipino with access to quality basic education through the conduct of programs, projects, and activities (PPAs) aimed towards the continuing professional development (PD) of its personnel especially in schools and learning centers.
3. To this end, a total of **Two Hundred Ninety-Three Million Pesos and 00/100 (Php 293,000,000.00)** FY 2024 Human Resource Development (HRD) Fund shall be downloaded to the DepEd Regional Offices (**Enclosure 1**) to be made available for the use of their respective public schools following the guidelines outlined in this issuance and in consonance with the provisions of DepEd Order No. 030, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*.

4. Prioritization of Programs for the Program Support Fund (PSF) and In-Service Training (INSET) Funds

a. The PSF and INSET Funds shall be allocated and downloaded for the following purposes:

- i. Support the design, development, quality assurance and monitoring and evaluation, and implementation of Results-based Performance Management System (RPMS)-linked, needs-responsive, and school-based PD programs for public school teachers and school leaders, following the professional standards that are supportive of the implementation of the *MATATAG* Curriculum, such as but not limited to, the conduct of collaborative expertise sessions through Learning Action Cells (LACs) and school-based INSET;
- ii. Facilitate the conduct of induction programs for public school teachers and school leaders; and
- iii. Reinforce school-based capacity-building initiatives related to the National Learning Recovery Program such as the National Learning Camp, Catch-Up Fridays, National Reading Program, National Mathematics Program, and others.

b. All field offices are precluded from charging programs and activities that are classified under the Program on Awards and Incentives for Service Excellence (PRAISE) and those falling under the Rewards and Recognition for employees to the FY 2024 HRD PSF and INSET Funds.

5. The following activities may be charged against the FY 2024 PSF:

- a. Design, development, and delivery of PD programs that are RPMS-linked, needs-responsive, school-based, and are aligned with the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS) aimed at improving teachers' and school leaders' practice supportive of the *MATATAG* Curriculum implementation;
- b. Design, development, and delivery of orientation activities for induction programs for division and school implementers aimed at introducing the three-year program before the beginning of the school year and capacitating them in the roll-out of the program;
- c. Development, production, and reproduction of LACs cum collaborative expertise sessions and/or training materials aimed at improving teachers' and school leaders' practice supportive of the *MATATAG* Curriculum implementation that have undergone quality assurance;
- d. Provision of technical support to schools in the conduct of LACs through collaborative expertise sessions and INSET aimed at improving teachers' and school leaders' supportive of the *MATATAG* Curriculum implementation; and

- e. Quality assurance and monitoring and evaluation activities for all developed and implemented PD programs aimed at improving teachers' and school leaders' practice supportive of the *MATATAG* Curriculum implementation.

6. 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 an audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
- b. Transportation cost and per diem of the participants, resource persons, and PD program management team;
- c. 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 other training supplies as may be required;
- d. Professional fees or honoraria of non-DepEd resource persons subject to DBM Circular No. 2007-510 titled *Guidelines on the Grant of Honoraria to the Governing Boards of Collegial Bodies*;
- e. Contingency expenses relative to the conduct of the said program that are not indicated in the budget estimate but are necessary in the conduct of the activity; and
- f. Other expenses in support of the aforementioned activities are deemed eligible provided these are classified under MOOE.

7. Process of Fund Utilization (**Enclosure 2**)

a. For School-Led PD Programs:

- i. The Schools Division Offices (SDOs, through the SDO – Human Resource Development Service (HRDS), shall call for PD proposals from all public elementary and secondary schools under their respective jurisdictions.
- ii. All public elementary and secondary school heads are encouraged to submit their proposals for capacity-building initiatives for their respective public school teachers pertaining to the National Learning Recovery Program, to their respective SDOs, through the SDO-HRDS.

The PD program proposal shall include the program design, activity matrix with resources needed, detailed budget estimates, list of participants, learning resource (LR) materials to be used, and other pertinent documents (**Enclosure 3**).

A team of program evaluators (School PD Program Evaluators) shall be formed to review and quality assure the PD programs developed by the schools. They shall be responsible for the conduct of an

evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*.

The School PD Program Evaluators shall be composed of the following:

- Master Teacher
- Teacher Representative Per Grade Level

Upon conduct of the quality assurance of the PD programs, the school shall then submit the proposals to the SDO-HRDS.

- iii. The SDO-HRDS shall organize a team of program evaluators (Division PD Program Evaluators) to review and quality assure the PD programs developed by the schools. They shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set DepEd Memorandum No. 044, s. 2023.

The Division PD Program Evaluators shall be composed of the following:

- School Governance and Operations Division Chief
- Curriculum and Implementation Division Chief
- Human Resource and Development Section Supervisor
- Learning Area Specialists

If the PD program proposal is approved, the SDO-HRDS shall issue a Quality Assurance Certificate **(Enclosure 4)**.

The detailed duties of PD Program Evaluators are listed in DepEd Memorandum No. 044, s. 2023.

- iv. The SDO-HRDS shall compile all the approved PD programs, prepare a summary **(Enclosure 5)**, and transmit the same to their respective Regional Offices (ROs), attention to the Regional HRDD Chiefs/NEAP-R Focal Persons.

The ROs, through the Regional HRDD Chiefs/NEAP-R Focal Persons shall review the submitted program proposals.

If the program proposals are approved, the RO-HRDD/NEAP-R Focal shall issue a Certificate of Fund Allocation **(Enclosure 6)** covering the approved programs.

It is possible for the RO-HRDD/NEAP-R Focal to not approve all of the submitted program proposals of the SDOs. In such case, the Certificate of Fund Allocation shall only cover those programs that are approved.

The RO-HRDD/NEAP-R Focal may either require the submission of additional documents to warrant the approval or they may opt to disapprove the proposal outright. In either case, communications shall be made by the RO-HRDD/NEAP-R to the SDO-HRDS informing them of the disapproval of the specific proposals.

- v. The RO-HRDD/NEAP-R Focal shall then inform the RO-Finance Team to facilitate the issuance of a Sub-Allotment Release Order (SARO) covering the amount indicated in the Certificate of Fund Allocation.

The RO-Finance Team shall prepare the SARO and transmit the same to the concerned SDO.

- vi. The SDO-HRDS shall then encode the program to the DepEd-Program Management Information System (PMIS) under the account of the School Governance and Operations Division (SGOD).
- vii. The SDO-HRDS shall likewise undertake the submission of all pertinent documents to the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD) Accreditation.

A separate guidelines shall be issued by NEAP on CPD Accreditation.

- viii. Upon accreditation of the program by PRC, the school shall now proceed with the implementation of the program.
- ix. After the conduct of the program, the concerned school shall now prepare the Fund Utilization Monitoring Report (**Enclosure 7**) and submit the same to the SDO, attention to the SDO-HRDS.
- x. The SDO-HRDS shall then encode the financial and physical accomplishment of the program to the PMIS.

b. For SDO-Led PD Programs:

- i. The RO-HRDD/NEAP-R Focal shall call for PD proposals from the SDOs under their respective jurisdictions.
- ii. All SDOs are encouraged to submit their proposals for capacity-building initiatives for their respective public school teachers and school leaders pertaining to the implementation of the *MATATAG* Curriculum, the conduct of induction programs, and the pursuit of the National Learning Recovery Program such as the National Learning Camp, Catch-Up Fridays, National Reading Program, National Mathematics Program, and others.

The PD program proposal shall include the program design, activity matrix with resources needed, detailed budget estimates, list of participants, LR materials to be used, and other pertinent documents (**Enclosure 3**).

- iii. The RO-HRDD/NEAP-R Focal shall organize a team of program evaluators (Regional PD Program Evaluators) to review and quality assure the PD programs developed by the SDOs. They shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set by DepEd Memorandum No. 044, s. 2023.

The Regional PD Program Evaluators shall be composed of the following:

- Human Resource and Development Division Chief
- Curriculum and Learning Management Division Chief
- Learning Area Specialists (Per Learning Area)

If the PD program proposal is approved, the RO-HRDD/NEAP-R Focal shall issue a Quality Assurance Certificate and a Certificate of Fund Allocation covering the approved programs.

It is possible for the RO-HRDD/NEAP-R Focal to not approve all of the submitted program proposals of the SDOs. In such case, the Certificate of Fund Allocation shall only cover those programs that are approved.

The RO-HRDD/NEAP-R Focal may either require the submission of additional documents to warrant the approval or they may opt to disapprove the proposal outright. In either case, communications shall be made by the RO-HRDD/NEAP-R to the SDO-HRDS informing them of the disapproval of the specific proposals.

The detailed duties of PD Program Evaluators are listed in DepEd Memorandum No. 044, s. 2023

- iv. The RO-HRDD/NEAP-R Focal shall prepare a summary (**Enclosure 5**) of the approved program proposals and transmit the same to NEAP Central Office, along with the summary submitted by the SDO-HRDS, covering the list of approved program proposals from the schools.
- v. The RO-HRDD/NEAP-R Focal shall then inform the RO-Finance Team to facilitate the issuance of a Sub-Allotment Release Order (SARO) covering the amount indicated in the Certificate of Fund Allocation.

The RO-Finance Team shall prepare the SARO and transmit the same to the concerned SDO.

- vi. The SDO-HRDS shall then encode the program to the DepEd-PMIS under the account of the SGOD.
- vii. The SDO-HRDS shall likewise undertake the submission of all pertinent documents to the PRC for CPD Accreditation.

A separate guidelines shall be issued by NEAP on CPD Accreditation.

- viii. Upon accreditation of the program by PRC, the SDO shall now proceed with the implementation of the program.
- ix. After the conduct of the program, the SDO shall now prepare the Fund Utilization Monitoring Report (**Enclosure 7**) and submit the same to the SDO, attention to the SDO–HRDS.
- x. The SDO-HRDS shall then encode the financial and physical accomplishment of the program to the PMIS.

c. For RO-Led PD Programs:

- i. The NEAP Quality Assurance Division (NEAP-QAD) shall call for PD proposals from the ROs.
- ii. All ROs are encouraged to submit their proposals for capacity-building initiatives for their respective public school teachers and school leaders pertaining to the implementation of the *MATATAG* Curriculum, the conduct of induction programs, and the pursuit of the National Learning Recovery Program such as the National Learning Camp, Catch-Up Fridays, National Reading Program, National Mathematics Program, and others.

The PD program proposal shall include the program design, activity matrix with resources needed, detailed budget estimates, list of participants, LR materials to be used, and other pertinent documents (**Enclosure 3**).

- iii. NEAP-QAD shall organize a team of program evaluators (Central Office PD Program Evaluators) to review and quality assure the PD programs developed by the schools. They shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set DepEd Memorandum No. 044, s. 2023.

If the PD program proposal is approved, NEAP Central Office shall issue a Quality Assurance Certificate (**Enclosure 4**).

The NEAP-QAD may either require the submission of additional documents to warrant the approval or they may opt to disapprove the proposal outright. In either case, communications shall be made by the NEAP Central Office to the RO-HRDD/NEAP-R informing them of the disapproval of the specific proposals.

The detailed duties of PD Program Evaluators are listed in DepEd Memorandum No. 044, s. 2023.

- iv. The RO-HRDD/NEAP-R shall then encode the program to its DepEd-PMIS account.

- v. RO-HRDD/NEAP-R shall undertake the submission of all pertinent documents to the PRC for CPD Accreditation.

A separate guidelines shall be issued by NEAP on CPD Accreditation.

- vi. The RO-HRDD/NEAP-R shall now proceed with the implementation of the program.
- vii. After the conduct of the program, the RO-HRDD/NEAP-R shall now prepare the Fund Utilization Monitoring Report (**Enclosure 7**) and submit the same to the NEAP Central Office.
- viii. The RO-HRDD/NEAP-R shall then encode the financial and physical accomplishment of the program to the PMIS.

#### 8. Quality Assurance of all PD Programs Developed by the ROs and SDOs

- a. To ensure that the Team of Program Evaluators will be able to perform their functions in reviewing and quality assuring the PD programs developed by the field offices, NEAP-QAD shall capacitate the evaluators using the Cascading Model.
- b. To ensure effective and efficient implementation of the PD programs and the judicious use of the FY 2024 PSF Funds, the following monitoring and evaluation activities shall be undertaken:
  - i. a monthly submission of the FY 2024 PSF Monitoring and Evaluation Report; and
  - ii. a quarterly Program Implementation Review (PIR).
- c. ROs and SDOs are required to encode the utilization of the fund through their respective PMIS accounts:
  - i. PD programs designed, developed, quality-assured, and implemented by ROs for the benefit of SDO teaching-related personnel are to be encoded in the PMIS account of the RO-HRDD; while,
  - ii. PD programs designed, developed, quality-assured, and implemented by SDOs for the benefit of public school teachers are to be encoded in the PMIS account of the SDO-SGOD;
- d. The results of these activities shall be the basis of the adjustments in fund allocation to be given for the succeeding fiscal years.

9. All enclosures referred to in this issuance may be downloaded from the link <https://tinyurl.com/FY2024HRDFunds>.

10. For inquiries and concerns, please contact the National Educators Academy of the Philippines, Second Floor, Mabini Building, Department of Education Central



Office, DepEd Complex, Meralco Avenue, Pasig City, through email [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638

11.Immediate dissemination of this issuance is directed.

**Enclosures:**

*Enclosure 1 – Fund Allocation per RO/SDO*

*Enclosure 2 – Process of Fund Utilization*

*Enclosure 3 – Proposal for Professional Development Program*

*Enclosure 4 – Quality Assurance Certificate*

*Enclosure 5 – Summary of Approved Professional Development Programs*

*Enclosure 6 – Certificate of Fund Allocation*

*Enclosure 7 – Fund Utilization Monitoring Report*