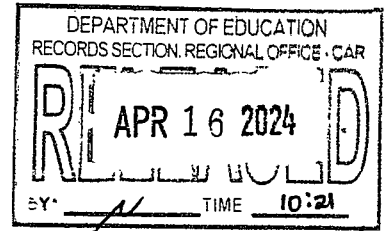




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



April 12, 2024

**REGIONAL MEMORANDUM**  
No. 221.2024

**DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF HUMAN RESOURCE DEVELOPMENT (HRD) FUND**

To: All Schools Division Superintendents

1. This Office, through the Human Resource Development Division - National Educators Academy of the Philippines in the Region (HRDD-NEAP R), hereby disseminates the provisions in DM-OUHROD-2024-0427 (Annex 1) stating compliance to DO No. 030, s. 2021, DM No. 044, s. 2023 and DBM Circular No. 2007-510.
2. Relative thereto, the Schools Division Offices (SDOs) shall provide this Office the organized team of Division PD Program Evaluators before **April 30, 2024** to review and quality assure the PD programs developed by the schools, following Enclosure 1 of this memorandum.
3. Submissions of Annex 1: Enclosure 5 shall include a transmittal letter with a link to access the softcopy of PD proposals per DM No. 044, s. 2023 following the templates accessible from <https://tinyurl.com/DM044templates> sent to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph)
4. Submissions of Enclosure 7 shall likewise include a transmittal letter with the details encoded every after implementation of each activity via <https://tinyurl.com/PDcar2024>
5. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is directed.

Digitally signed by  
Carino Estela Leon  
Date: 2024.04.15  
16:41:20 +08'00'  
**ESTELA P. LEON-CARINO EdD, CESO III**  
Director IV/ Regional Director

/HRDD/RCA/LbL  
dissemination of hrd fund guidelines and mechanics of submission



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)  
DepEd Tayo Cordillera <https://depedcar.ph>

**Division PD Program Evaluators**

<b>SDO</b>	<b>Grade Level</b>	<b>Areas of Specialization/ Expertise/ Content</b>	<b>Name of Personnel</b>	<b>Position Title</b>	<b>Current Office/ School Assignment</b>	<b>Sex</b>	<b>Email Address</b>
		Alternative Learning System					
		Araling Panlipunan					
		English					
		General Academic Strand					
		Filipino					
		IPEd					
		HUMSS					
		ICT/ Education Technology					
		MAPEH					
		Mathematics and ABM					
		Science					
		Special Education					
		Multigrade					
		Kindergarten					
		TLE/ TVL/ EPP					
		Values Education					
		Educational Leadership					
		Financial Management					
		Legal Issuances					
		Personnel Management					
		Procurement Management					
		Supply Management					
		Copyright					
		<b>Other Areas</b>					



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:

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

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

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 the DepEd-PMIS under the account of the SGOD.
- v. NEAP-QAD 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 SDO shall now prepare the Fund Utilization Monitoring Report (**Enclosure 7**) and submit the same to the SDO, attention to the SDO-HRDS.
- viii. The SDO-HRDS 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*

Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

BUDGET ESTIMATE

**Program: Program Support Fund**

**Activity: Downloading of PSF to DepEd RO s and SDOs**

REGION/DIVISION	Size Classification	Allocation
<b>RO 1</b>		
Regional Office 1	M	5,000,000.00
Division of Alaminos City	S	750,000.00
Division of Batac City	S	750,000.00
Division of Candon City	S	750,000.00
Division of Dagupan City	M	1,000,000.00
Division of Ilocos Norte	M	1,000,000.00
Division of Ilocos Sur	M	1,000,000.00
Division of La Union	M	1,000,000.00
Division of Laoag City	S	750,000.00
Division of Pangasinan I	L	1,250,000.00
Division of Pangasinan II	L	1,250,000.00
Division of San Carlos City	M	1,000,000.00
Division of San Fernando City	S	750,000.00
Division of Urdaneta City	M	1,000,000.00
Division of Vigan City	S	750,000.00
<b>Sub-total</b>		<b>18,000,000</b>
<b>RO 2</b>		
Regional Office 2	S	4,000,000.00
Division of Batanes	S	750,000.00
Division of Cagayan	L	1,250,000.00
Division of Cauayan City	S	750,000.00
Division of Ilagan City	S	750,000.00
Division of Isabela	L	1,250,000.00
Division of Nueva Vizcaya	M	1,000,000.00
Division of Quirino	M	1,000,000.00
Division of Santiago City	S	750,000.00
Division of Tuguegarao City	M	1,000,000.00
<b>Sub-total</b>		<b>12,500,000</b>
<b>RO 3</b>		
Regional Office 3	L	6,000,000.00
Division of Angeles City	M	1,000,000.00
Division of Aurora	M	1,000,000.00
Division of Balanga City	S	750,000.00
Division of Bataan	M	1,000,000.00
Division of Bulacan	L	1,250,000.00
Division of Cabanatuan City	M	1,000,000.00

REGION/DIVISION	Size Classification	Allocation
Division of Gapan City	S	750,000.00
Division of Mabalacat City	S	750,000.00
Division of Malolos City	M	1,000,000.00
Division of Meycauayan City	S	750,000.00
Division of Muñoz Science City	S	750,000.00
Division of Nueva Ecija	L	1,250,000.00
Division of Olongapo City	M	1,000,000.00
Division of Pampanga	L	1,250,000.00
Division of San Fernando City,	M	1,000,000.00
Division of San Jose City	S	750,000.00
Division of San Jose del Monte	M	1,000,000.00
Division of Tarlac	L	1,250,000.00
Division of Tarlac City	M	1,000,000.00
Division of Zambales	M	1,000,000.00
<b>Sub-total</b>		<b>25,500,000</b>
<b>RO 4A</b>		
Regional Office 4A	L	6,000,000.00
Division of Antipolo City	M	1,000,000.00
Division of Bacoor City	S	750,000.00
Division of Batangas	L	1,250,000.00
Division of Batangas City	M	1,000,000.00
Division of Biñan City	M	1,000,000.00
Division of Cabuyao City	M	1,000,000.00
Division of Calamba City	M	1,000,000.00
Division of Cavite	L	1,250,000.00
Division of Cavite City	S	750,000.00
Division of Dasmariñas City	M	1,000,000.00
Division of General Trias City	M	1,000,000.00
Division of Imus City	S	750,000.00
Division of Laguna	L	1,250,000.00
Division of Lipa City	M	1,000,000.00
Division of Lucena City	M	1,000,000.00
Division of Quezon	VL	1,500,000.00
Division of Rizal	L	1,250,000.00
Division of San Pablo City	M	1,000,000.00
Division of San Pedro City	M	1,000,000.00
Division of Sto. Tomas	M	1,000,000.00
Division of Sta. Rosa City	M	1,000,000.00
Division of Tanauan City	M	1,000,000.00
Division of Tayabas City	S	750,000.00
<b>Sub-total</b>		<b>29,500,000</b>
<b>RO 4B</b>		
Regional Office 4B	S	4,000,000.00
Division of Calapan City	M	1,000,000.00
Division of Marinduque	M	1,000,000.00

REGION/DIVISION	Size Classification	Allocation
Division of Occidental Mindoro	M	1,000,000.00
Division of Oriental Mindoro	M	1,000,000.00
Division of Palawan	L	1,250,000.00
Division of Puerto Princesa City	M	1,000,000.00
Division of Romblon	M	1,000,000.00
<b>Sub-total</b>		<b>11,250,000.00</b>
<b>RO 5</b>		
Regional Office 5	M	5,000,000.00
Division of Albay	L	1,250,000.00
Division of Camarines Norte	M	1,000,000.00
Division of Camarines Sur	VL	1,500,000.00
Division of Catanduanes	M	1,000,000.00
Division of Iriga City	S	750,000.00
Division of Legazpi City	M	1,000,000.00
Division of Ligao City	M	1,000,000.00
Division of Masbate	L	1,250,000.00
Division of Masbate City	M	1,000,000.00
Division of Naga City	M	1,000,000.00
Division of Sorsogon	M	1,000,000.00
Division of Sorsogon City	M	1,000,000.00
Division of Tabaco City	M	1,000,000.00
<b>Sub-total</b>		<b>18,750,000.00</b>
<b>RO 6</b>		
Regional Office 6	L	6,000,000.00
Division of Aklan	M	1,000,000.00
Division of Antique	M	1,000,000.00
Division of Bacolod City	M	1,000,000.00
Division of Bago City	M	1,000,000.00
Division of Cadiz City	M	1,000,000.00
Division of Capiz	M	1,000,000.00
Division of Escalante City	S	750,000.00
Division of Guimaras	M	1,000,000.00
Division of Himamaylan City	M	1,000,000.00
Division of Iloilo	VL	1,500,000.00
Division of Iloilo City	M	1,000,000.00
Division of Kabankalan City	M	1,000,000.00
Division of La Carlota City	S	750,000.00
Division of Negros Occidental	L	1,250,000.00
Division of Passi City	S	750,000.00
Division of Roxas City	/ M	1,000,000.00
Division of Sagay City	M	1,000,000.00
Division of San Carlos City	M	1,000,000.00
Division of Silay City	M	1,000,000.00
Division of Sibalay City	M	1,000,000.00
Division of Victorias City	S	750,000.00

REGION/DIVISION	Size Classification	Allocation
<i>Sub-total</i>		<b>26,750,000.00</b>
<b>RO 7</b>		
Regional Office 7	L	6,000,000.00
Division of Bais City	S	750,000.00
Division of Bayawan City	M	1,000,000.00
Division of Bogo City	S	750,000.00
Division of Bohol	L	1,250,000.00
Division of Canlaon City	S	750,000.00
Division of Carcar City	M	1,000,000.00
Division of Cebu Province	VL	1,500,000.00
Division of Cebu City	M	1,000,000.00
Division of City of Naga, Cebu	S	750,000.00
Division of Danao City	M	1,000,000.00
Division of Dumaguete City	S	750,000.00
Division of Guihulngan City	S	750,000.00
Division of Lapu-Lapu City	M	1,000,000.00
Division of Mandaue City	M	1,000,000.00
Division of Negros Oriental	L	1,250,000.00
Division of Siquijor	M	1,000,000.00
Division of Tagbilaran City	S	750,000.00
Division of Talisay City	M	1,000,000.00
Division of Tanjay City	S	750,000.00
Division of Toledo City	M	1,000,000.00
<i>Sub-total</i>		<b>25,000,000.00</b>
<b>RO 8</b>		
Regional Office 8	M	5,000,000.00
Division of Baybay City	S	750,000.00
Division of Biliran	M	1,000,000.00
Division of Borongan City	S	750,000.00
Division of Calbayog City	M	1,000,000.00
Division of Catbalogan City	M	1,000,000.00
Division of Eastern Samar	M	1,000,000.00
Division of Leyte	L	1,250,000.00
Division of Maasin City	S	750,000.00
Division of Northern Samar	M	1,000,000.00
Division of Ormoc City	M	1,000,000.00
Division of Samar	M	1,000,000.00
Division of Southern Leyte	M	1,000,000.00
Division of Tacloban City	M	1,000,000.00
<i>Sub-total</i>		<b>17,500,000.00</b>
<b>RO 9</b>		
Regional Office 9	S	4,000,000.00
Division of Dapitan City	S	750,000.00
Division of Dipolog City	M	1,000,000.00

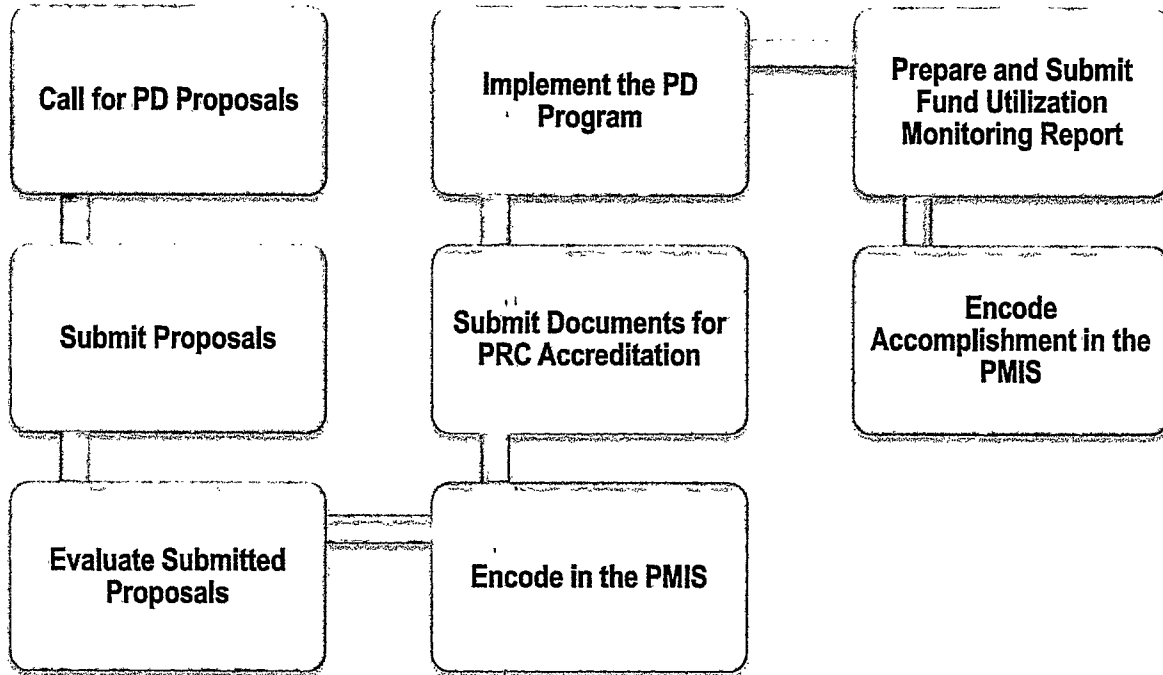
REGION/DIVISION	Size Classification	Allocation
Division of Isabela City	M	1,000,000.00
Division of Pagadian City	M	1,000,000.00
Division of Zamboanga City	M	1,000,000.00
Division of Zamboanga del Nor	L	1,250,000.00
Division of Zamboanga del Sur	L	1,250,000.00
Division of Zamboanga Sibugay	M	1,000,000.00
<b>Sub-total</b>		<b>12,250,000.00</b>
<b>RO 10</b>		
Regional Office 10	M	5,000,000.00
Division of Bukidnon	L	1,250,000.00
Division of Cagayan de Oro Cit	M	1,000,000.00
Division of Camiguin	S	750,000.00
Division of El Salvador City	S	750,000.00
Division of Gingoog City	M	1,000,000.00
Division of Iligan City	M	1,000,000.00
Division of Lanao del Norte	M	1,000,000.00
Division of Malaybalay City	M	1,000,000.00
Division of Misamis Occidental	M	1,000,000.00
Division of Misamis Oriental	M	1,000,000.00
Division of Oroquieta City	S	750,000.00
Division of Ozamiz City	M	1,000,000.00
Division of Tangub City	S	750,000.00
Division of Valencia City	M	1,000,000.00
<b>Sub-total</b>		<b>18,250,000.00</b>
<b>RO 11</b>		
Regional Office 11	S	4,000,000.00
Division of Davao De Oro	M	1,000,000.00
Division of Davao City	L	1,250,000.00
Division of Davao del Norte	M	1,000,000.00
Division of Davao del Sur	M	1,000,000.00
Division of Davao Occidental	M	1,000,000.00
Division of Davao Oriental	M	1,000,000.00
Division of Digos City	M	1,000,000.00
Division of Island Garden City	S	750,000.00
Division of Mati City	M	1,000,000.00
Division of Panabo City	M	1,000,000.00
Division of Tagum City	M	1,000,000.00
<b>Sub-total</b>		<b>15,000,000.00</b>
<b>RO 12</b>		
Regional Office 12	S	4,000,000.00
Division of General Santos City	M	1,000,000.00
Division of Kidapawan City	M	1,000,000.00
Division of Koronadal City	M	1,000,000.00
Division of North Cotabato	L	1,250,000.00



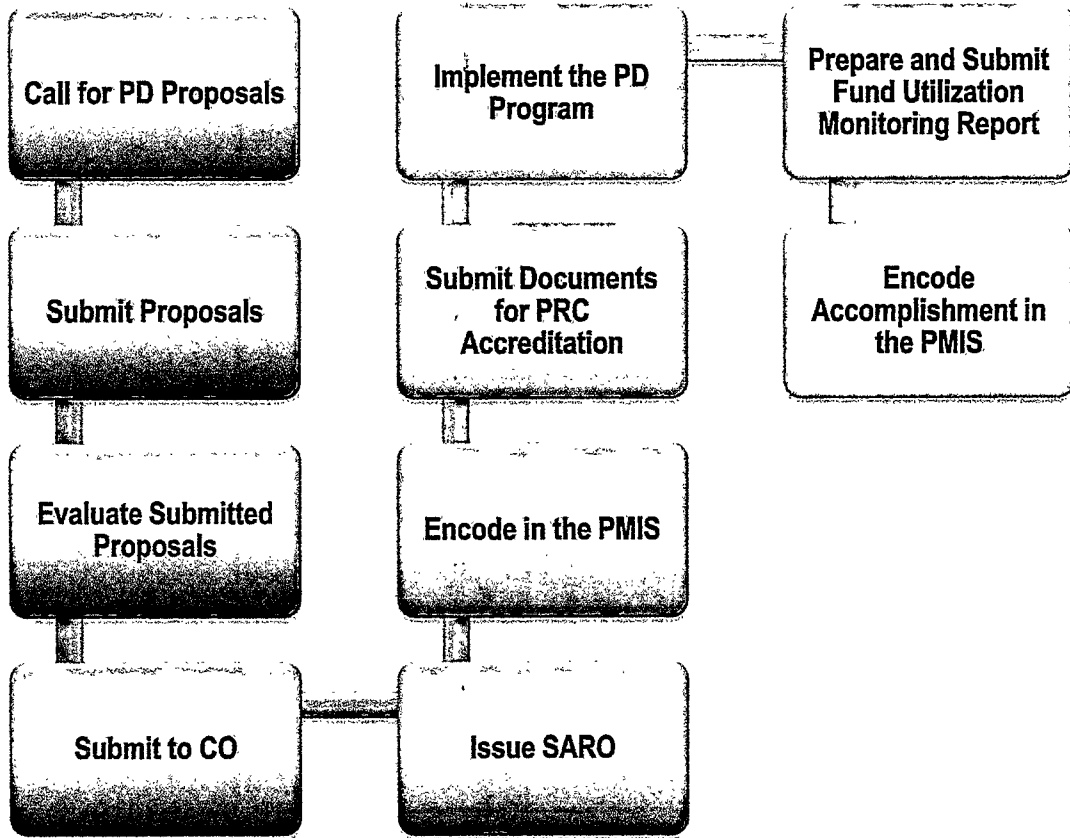
REGION/DIVISION	Size Classification	Allocation
Division of Sarangani	M	1,000,000.00
Division of South Cotabato	M	1,000,000.00
Division of Sultan Kudarat	M	1,000,000.00
Division of Tacurong City	S	750,000.00
<b>Sub-total</b>		<b>12,000,000.00</b>
<b>CARAGA</b>		
Regional Office 13	M	5,000,000.00
Division of Agusan del Norte	M	1,000,000.00
Division of Agusan del Sur	M	1,000,000.00
Division of Bayugan City	S	750,000.00
Division of Bislig City	M	1,000,000.00
Division of Butuan City	M	1,000,000.00
Division of Cabadbaran City	S	750,000.00
Division of Dinagat Island	M	1,000,000.00
Division of Siargao	M	1,000,000.00
Division of Surigao City	M	1,000,000.00
Division of Surigao del Norte	M	1,000,000.00
Division of Surigao del Sur	M	1,000,000.00
Division of Tandag City	S	750,000.00
<b>Sub-total</b>		<b>16,250,000.00</b>
<b>CAR</b>		
Regional Office CAR	S	4,000,000.00
Division of Abra	M	1,000,000.00
Division of Apayao	M	1,000,000.00
Division of Baguio City	M	1,000,000.00
Division of Benguet	M	1,000,000.00
Division of Ifugao	M	1,000,000.00
Division of Kalinga	M	1,000,000.00
Division of Mt. Province	M	1,000,000.00
Division of Tabuk City	M	1,000,000.00
<b>Sub-total</b>		<b>12,000,000.00</b>
<b>NCR</b>		
Regional Office NCR	L	6,000,000.00
Division of Caloocan City	L	1,250,000.00
Division of City of San Juan	S	750,000.00
Division of Las Piñas City	M	1,000,000.00
Division of Makati City	M	1,000,000.00
Division of Malabon City	M	1,000,000.00
Division of Mandaluyong City	M	1,000,000.00
Division of Manila	L	1,250,000.00
Division of Marikina City	M	1,000,000.00
Division of Muntinlupa City	M	1,000,000.00
Division of Navotas	M	1,000,000.00
Division of Paranaque City	M	1,000,000.00

<b>REGION/DIVISION</b>	<b>Size Classification</b>	<b>Allocation</b>
Division of Pasay City	M	1,000,000.00
Division of Pasig City	M	1,000,000.00
Division of Quezon City	L	1,250,000.00
Division of Taguig and Pateros	M	1,000,000.00
Division of Valenzuela City	M	1,000,000.00
<i>Sub-total</i>		<i>22,500,000.00</i>
<b>TOTAL</b>		<b>293,000,000.00</b>

## RO-Led PD Programs



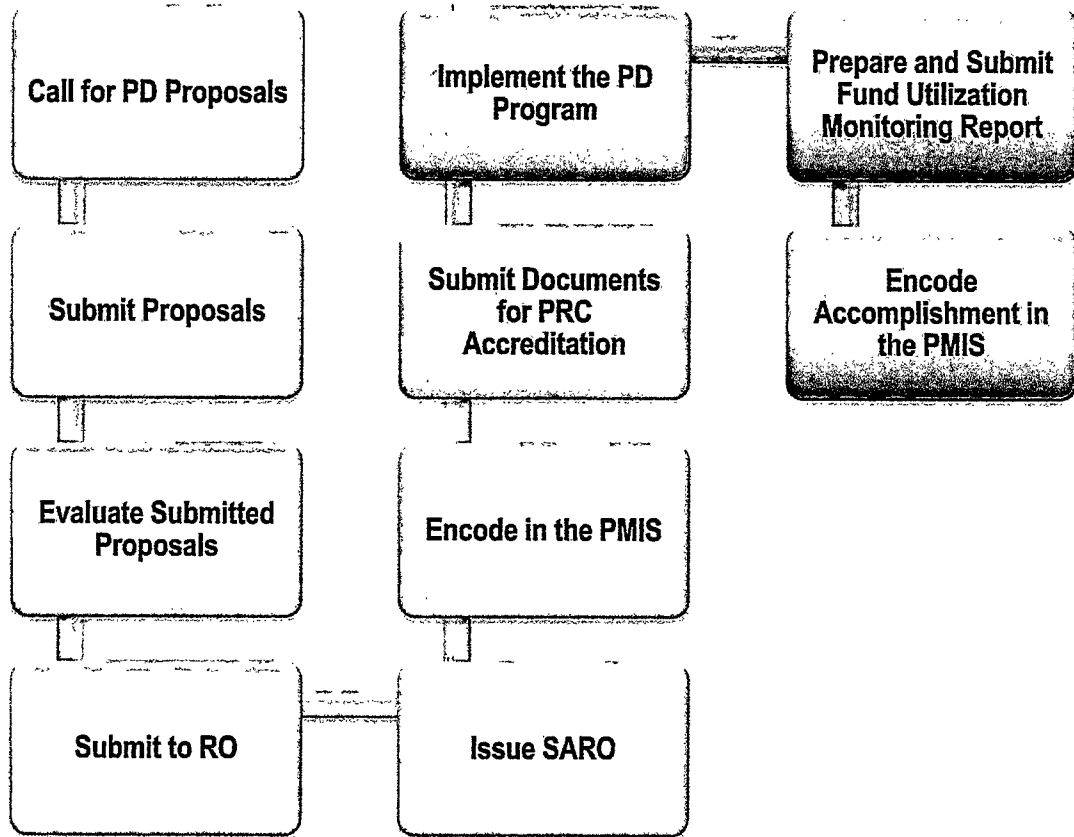
**SDO-Led PD Programs**



*Enclosure 2*

**PROCESS OF UTILIZATION OF FUND**

**School-Led PD Programs**



*Enclosure 3*  
**PROFESSIONAL DEVELOPMENT PROGRAM PROPOSAL**

Key Result Area	Program	Background	Expected Outcomes	Activity	Activity Output	Mode of Delivery	Date of Conduct	Target Participants	Physical Target				Budget	Financial Target				Resources Needed	Focal Person and Contact Details
									1Q	2Q	3Q	4Q		1Q	2Q	3Q	4Q		
<b>TOTAL</b>									0	0	0	0	0.00	0.00	0.00	0.00	0.00		

Enclosure 4

**QUALITY ASSURANCE CERTIFICATE**

**CERTIFICATION**

This is to certify that the program, *<Title of Program>* of the *<Name of Office>*, has been evaluated by the DepEd Region (*Region No.*) Program Evaluators, and has been found to be compliant with the standards set under DepEd Memorandum No. 044, s. 2023, *"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs."*

The *<Name of Office>* is directed to implement the aforementioned program in consonance with the approved program design, activity matrix, budget estimates, list of participants, learning resource materials, and other pertinent documents.

It is understood that the End-of-PD Program Evaluation Reports shall be submitted to the *<RO – Quality Assurance Division (RO – QAD) or SDO – School Governance and Operations Division (SDO-SGOD)>* in compliance with the provisions stated in the OUHROD Memorandum on the FY 2024 Program Support Funds (PSF) Guidelines.

Issued By:

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*Regional HRDD Chief / NEAP-R Focal Person*  
or  
*SDO – HRDS Chief*







Enclosure 6

**CERTIFICATE OF FUND ALLOCATION**

**CERTIFICATION**

This is to certify that the program, *<Title of Program>* of the *<Name of Office>*, has been evaluated by the DepEd Region (*Region No.*) Program Evaluators, and has been found to be compliant with the standards set under DepEd Memorandum No. 044, s. 2023, *"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs."*

To this end, the amount of *<Total Cost of the Proposed Program>* shall be released through Sub-Allotment Release Order (SARO) No. \_\_\_\_\_ issued on \_\_\_\_\_.

The allocated amount released for the implementation of the aforesated program shall be provided under strict adherence to the approved program design and the monitoring and evaluation plan. Failure to comply with the terms set forth in the approved PD program proposals shall automatically subject the program proponent to corresponding accounting and auditing liability.

Issued By:

\_\_\_\_\_  
*Regional HRDD Chief / NEAP-R Focal Person*  
or  
*SDO – HRDS Chief*

