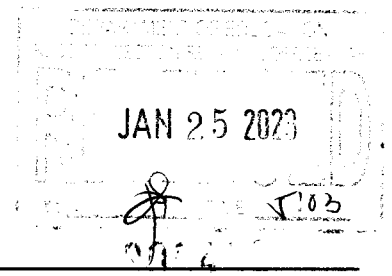




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 24, 2023

REGIONAL MEMORANDUM

No. 036.2023

**DOWNLOADING OF PROGRAM SUPPORT FUND UNDER THE DEPED
 INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)**

To: Schools Division Superintendents
 All Other Concerned
 All Divisions

1. Pursuant to Civil Service Commission (CSC) No. 024, s. 2016 titled Policies and Guidelines on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and DepEd Order No. 030, s. 2021, or the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders, this Office through the National Educators Academy of the Philippines in the Region (NEAPR) shall lead the conduct of **DepEd IPBT: An Orientation and Onboarding at the SDOs**.

2. In this connection, the following IPBT Program Support Fund shall be downloaded to the SDOs aligned to the guidelines stipulated in DM-OUHROD-2022-0183:

SDO	Target Dates of Conduct	Amount
Abra	July 26 to 28 and August 9 to 11 2023	176,400.00
Apayao	August 9, 16, 23 and 30, 2023	81,000.00
Baguio City	August 17 to 18 and September 12 to 15, 2023	261,000.00
Benguet	July 19 to 21 and 7 to 9, 2023	244,800.00
Ifugao	July 5 to 7, 2023	147,600.00
Kalinga	February 10 to 14, 2023	176,400.00
Mt. Province	July 15 and August 1-3, 2023	151,200.00
Tabuk City	August 23 to 26, 2023	81,000.00

3. In addition, SDOs shall adhere to the following process as required in Item C of the same memorandum:

- a. SDO SGOD IPBT focal person prepares the proposal aligned to the IPBT and submits it to the Schools Division Superintendent (SDS), as the Portfolio Manager of the HRD Fund in the SDO;
- b. The SDS reviews the proposal and checks the purpose of the activity, program design, mode of delivery, target participants and budgetary requirements;
- c. If approved, the focal person prepares the Activity Request (AR)/ Authority to Conduct (ATC);
- d. The focal person conducts the activity based on the approved AR/ ATC;
- e. Upon completion, the focal person prepares and uploads the physical and financial report to the PMIS; and
- f. After the activity, the SDO shall accomplish and provide the report on the Utilization of the Downloaded Funds (Enclosure 1) to the NEAPR.

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4. Moreover, focal persons shall closely coordinate with the NEAPR for the monitoring activities on the above-covered dates.
5. Lastly, it is highly appreciated that an acceptance letter be sent to this Office for the processing of the Sub-Allotment Release Order (SARO).
6. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.
7. Immediate and widest dissemination of this Memorandum is directed.



ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Enclosure 1. Utilization of the Downloaded Funds

The budget downloaded was utilized by the Schools Division Office for the conduct of IPBT-related activities.

Title of the Activity		: _____		
Particulars	Quantity	Rate	Frequency	Subtotal
1 Board and Lodging				
Participants				
Program Management Team				
2 Contingency				
3 Supplies				
Participants				
Program Management Team				
4 Travel Expenses				
Participants				
Program Management Team				
			TOTAL	