



Republic of the Philippines
Department of Education
Cordillera Administrative Region

MAR 09 2023

March 8, 2023

REGIONAL MEMORANDUM

No. ~~131.2023~~

**SUBMISSION OF UTILIZATION OF 2022 PROGRAM SUPPORT FUNDS (PSF)
AND IN-SERVICE TRAINING (INSET) FUNDS**

To: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. Pursuant to the directives of the National Educators Academy of the Philippines (NEAP) Central Office to monitor the utilization of the Human Resource Development (HRD) Fund composed of the Program Support Funds and In-Service Training Funds, all Schools Division Offices are to submit a report of the utilization of the said funds downloaded for 2022 to the Regional Office for consolidation and submission **on or before March 10, 2023**.
2. The report to be submitted should be in **MS Word Format** using the template enclosed and sent to **car.neapr@deped.gov.ph**.
3. For inquiries and technical assistance, contact the NEAPCAR through Jennifer P. Ande, Chief Education Supervisor and Officer In-charge via 09190073814.
4. Strict compliance to this memorandum is directed.


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

/NEAPCAR/JPA/DeAn



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Enclosure 1: Report Template

TYPE OF HRD FUND	Total Amount Downloaded for 2022	Total Amount Disbursed for 2022	Total Amount Obligated as Continuing for 2023	Total amount unused for 2022
A. Program Support Fund				
B. INSET Fund				

TYPE OF HRD FUND	REASONS TO WHY FUND WAS NOT FULLY UTILIZED FOR 2022	REASONS WHY THEY WERE OBLIGATED AS CONTINUING FOR 2023
Program Support Fund		
INSET Fund		