

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATION

DepEd Regional Office No. 02



DOCS ID No. 030725123

Created by Records
Date Created 03/07/2025

To : Schools Division Superintendents
All Others Concerned

For dissemination, guidance and strict compliance.

BENJAMIN D. PARAGAS, PhD, CESO III
Director IV / Regional Director

By the Authority of the Reg'l. Director:
JOY SORIANO
CES-OAD
OIC

MEMORANDUM
DM-OUHROD-2025- 0584

TO : Regional Directors
Schools Division Superintendents
HRDD Chiefs / NEAP R Foc
School Heads
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

Carmela Oracion
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 03-14-2025
BY: R
RECORDS SECTION

SUBJECT : **GUIDELINES ON THE UTILIZATION OF THE FY 2025 HUMAN RESOURCE DEVELOPMENT (HRD) FUND**

DATE : 03 March 2025

1. The National Educators Academy of the Philippines (NEAP) is mandated to provide quality, relevant, accessible, and evidence-based professional development programs for teaching and teaching-related personnel, pursuant to Republic Act No. 11713 "Excellence in Teacher Education Act," Executive Order No. 174, s. 2022 "Establishing the Expanded Career Progression System for Public School Teachers," and DepEd Order No. 011, s. 2019 "Implementation of the NEAP Transformation." This is also aligned with the Department's Five-Point Agenda focusing on developing high performing teachers who are responsible for delivering quality basic education services to learners.
2. In this regard, the Human Resource Development (HRD) Funds for Personnel in Schools and Learning Centers have been allocated to support the implementation of initiatives related to the continuing professional development of public school teachers, school leaders, and teaching-related personnel across all governance levels.

MEMORANDUM		Date: 3/19/25	Released (Records): <i>Lice</i>
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL Phd., CESO V Schools Division Superintendent			
By:	<input type="checkbox"/> PSDS <input type="checkbox"/> CID Chief <input type="checkbox"/> SOD Chief <input type="checkbox"/> #0 <input type="checkbox"/> Atty	Signature:	





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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02



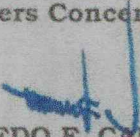
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Created by: Records
Date Created: 03/07/2025

MEMORANDUM

DM-OUHROD-2025-0586

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs / NEAP R Focal Persons
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

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DATE : 03 March 2025

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Effectivity	03.23.23	Page	1 of 4



3. For FY 2025, HRD Funds amounting to **Nine Hundred Fifty-Seven Million One Hundred Eighteen Thousand Pesos (Php 957,118,000.00)** has been directly released to the Schools Division Offices (SDOs) for the conduct of In-Service Training. Please refer to **Enclosure 1** for the *Allocation of HRD Funds for In-Service Training per SDO*. In addition, there are **FY 2024 Continuing Funds available** for utilization in the Regional Offices (ROs) and the Schools Division Offices (SDOs).
4. **Both abovementioned funds shall be used for the implementation of NEAP Priority Programs** (<https://tinyurl.com/NEAPPDProgramsFY2025>). In this regard, the NEAP Central Office hereby issues the following **guidelines** in line with DepEd Order No. 030, s. 2021 *Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund for Teachers and School Leaders*:
- a. **Purpose of Fund Utilization.** All ROs and SDOs are directed to utilize their **INSET Fund and Program Support Fund (PSF), whether current or continuing**, to design, develop, quality assure, and implement targeted and needs-based professional development (PD) programs. The said PD programs must be aligned with NEAP Priority Program including but not limited to capacity building/training in relation to the Revised K to 12 Curriculum, Induction Programs (for teachers, school leaders, and teaching-related personnel), Teachers and School Leaders Development Programs, and other School-Based PD Programs.
 - b. **Quality Assurance and Professional Regulation Commission (PRC) Accreditation of PD Programs**
 - i. To ensure quality, only quality assured PD programs shall be implemented at all governance levels.
 - ii. To streamline NEAP's quality assurance mechanism and PRC's accreditation process, the following PRC templates must be used by the PD program proponents across all governance levels:
 - CPDD-PTR-02 (*Application for Accreditation of CPD Program*)
 - CPDD-16 (*Instructional Design*)
 - CPDD-17 (*Resume of the Resource Person/s, including the required attachments*)
 - iii. The PD program proponents must adhere to the quality standards stipulated in DepEd Memorandum No. 044, s. 2023 *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*. The ROs and the SDOs must submit their PD program proposals to the NEAP Central Office and the RO-HRDD, which will then convene a team of PD Program Evaluators to conduct the quality assurance process.
 - iv. A Quality Assurance Certificate will be issued for approved PD program proposals. Additionally, both the ROs and the SDOs are responsible for submitting all relevant documents to the PRC for Continuing Professional Development (CPD) accreditation. They must also encode their PD programs in the Program Management Information System (PMIS) under their respective accounts.

c. The **PD program-related activities that may be charged to INSET and PSF Funds** include but are not limited to the following:

- i. Design, development, and delivery of PD programs
- ii. Quality assurance of PD programs/training resource packages, monitoring, evaluation, and research
- iii. Monitoring and Evaluation (M&E) of the actual conduct of PD programs
- iv. Research activities to determine the impact of PD programs conducted
- v. Provision of technical assistance to SDOs and schools in the implementation of Learning Action Cell (LAC) sessions and collaborative expertise sessions

d. **The allowable expenses are the following:**

- i. Board and lodging of participants, resource persons, and PD program 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
- ii. Transportation cost and per diem of the participants, resource persons, and PD program management team for their participation in NEAP Central Office PD program-related activities
- iii. 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
- iv. Professional fees or honoraria of non-DepEd resource persons subject to DBM Circular No. 2007-510 *Guidelines on the Grant of Honoraria to the Governing Boards of Collegial Bodies*
- v. Other expenses in support of the aforementioned activities are deemed eligible provided these are classified under Maintenance and Other Operating Expenses and subject to pertinent accounting and auditing rules and regulations

e. **Reporting and Monitoring of Physical and Financial Accomplishments.** To ensure the judicious use of HRD Funds as well as the efficient and effective implementation of PD programs, the NEAP Central Office shall establish a streamlined reporting mechanism to be adopted by the M&E teams of ROs, SDOs, and schools. Likewise, national quarterly assemblies and learning sessions will be conducted for this purpose.

- i. The RO and the SDO HRD Fund Focal Persons shall ensure the submission and regular updating of the electronic physical and financial accomplishment reports every 25th day of the month through the link <https://tinyurl.com/fy2025hrdfund>.
 - For the schools conducting LAC sessions, each SDO shall provide the School IDs, quarter/date of conduct, and link to the means of verification (if any) on the sheet titled "**Schools conducting LAC**".
 - ii. The RO-HRDD/NEAP-R shall ensure the accomplishment and submission of the list of participants (*template can be accessed through the above link*) upon conclusion of each activity charged against HRD Funds to the NEAP Central Office through email neap.registrar@deped.gov.ph with subject line "[**LIST OF PARTICIPANTS**] - **Activity Title**". Central Office Bureaus/Services/Offices must also submit their list of participants to NEAP. NEAP may send an email to the participants for them to accomplish another online form if they are not yet included in NEAP's database.
 - iii. The RO-HRDD/NEAP-R shall lead the regional submission of quarterly HRD accomplishment and status reports.
 - iv. The ROs and the SDOs are required to input all PD programs charged against HRD Funds and submit quarterly accomplishment reports through their respective PMIS accounts.
5. For inquiries and concerns, please contact the NEAP-Office of the Director through email neap.od@deped.gov.ph or landline (02) 8638-8638.
 6. Immediate dissemination of and strict compliance with these guidelines are directed.

Enclosure:

1 - Regional and Division Allocation of FY 2025 HRD INSET Funds

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1 – Regional and Division Allocation of FY 2025 HRD INSET Fund

Region	SDO	Allocation (in Php)
NCR	Caloocan	6,840,000.00
	Las Piñas	2,482,000.00
	Makati	1,002,000.00
	Malabon City	2,041,000.00
	Mandaluyong	1,519,000.00
	Manila	7,704,000.00
	Marikina	1,960,000.00
	Muntinlupa	1,985,000.00
	Navotas City	1,344,000.00
	Parañaque	2,666,000.00
	Pasay City	1,743,000.00
	Pasig City	3,366,000.00
	Quezon City	11,223,000.00
	San Juan City	433,000.00
	Taguig and Pateros	4,924,000.00
	Valenzuela	3,392,000.00
	Sub-Total	Php 54,624,000.00
I	Alaminos City	1,070,000.00
	Batac City	637,000.00
	Candon City	664,000.00
	Dagupan City	1,255,000.00
	Ilocos Norte	6,026,000.00
	Ilocos Sur	8,481,000.00
	La Union	6,799,000.00
	Laoag City	910,000.00
	Pangasinan I	12,977,000.00
	Pangasinan II	10,739,000.00
	San Carlos City	1,906,000.00
	San Fernando City	817,000.00
	Urdaneta City	1,240,000.00
	Vigan City	509,000.00
		Sub-Total
II	Batanes	471,000.00
	Cagayan	13,548,000.00
	Cauayan City	1,563,000.00
	Iligan City	1,670,000.00
	Isabela	15,245,000.00
	Nueva Vizcaya	6,460,000.00
	Quirino	3,142,000.00



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	Santiago City	1,061,000.00
	Tuguegarao City	1,208,000.00
	Sub-Total	Php 44,368,000.00
III		
	Angeles City	2,493,000.00
	Aurora	2,984,000.00
	Balanga City	835,000.00
	Bataan	5,620,000.00
	Bulacan	15,817,000.00
	Cabanatuan City	1,980,000.00
	Gapan City	1,159,000.00
	Mabalacat City	1,776,000.00
	Malolos City	1,656,000.00
	Meycauayan City	1,343,000.00
	Muñoz Science City	927,000.00
	Nueva Ecija	14,821,000.00
	Olongapo City	1,438,000.00
	Pampanga	12,657,000.00
	San Fernando City	1,771,000.00
	San Jose City	1,413,000.00
	San Jose del Monte City	3,369,000.00
	Tarlac	10,111,000.00
	Tarlac City	2,628,000.00
	Zambales	6,298,000.00
	Sub-Total	Php 91,096,000.00
IV-A		
	Antipolo City	4,308,000.00
	Bacoor City	2,468,000.00
	Batangas	14,678,000.00
	Batangas City	2,280,000.00
	Biñan City	1,692,000.00
	Cabuyao City	1,529,000.00
	Calamba City	2,872,000.00
	Cavite	11,787,000.00
	Cavite City	744,000.00
	Dasmariñas City	3,004,000.00
	General Trias City	1,960,000.00
	Imus City	2,381,000.00
	Laguna	8,658,000.00
	Lipa City	2,383,000.00
	Lucena City	2,087,000.00
	Quezon	19,046,000.00
	Rizal	12,825,000.00
	San Pablo City	1,999,000.00
	San Pedro City	1,407,000.00
	Sta. Rosa City	1,692,000.00
	Sto. Tomas City	1,048,000.00