



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



14 October 2024

Regional Memorandum
No. 746 s. 2024

**REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES’
INTERFACE CUM TECHNICAL ASSISTANCE ON THE
DEVELOPMENT OF STRATEGIC HUMAN RESOURCE
DEVELOPMENT (HRD) PLANS**

To: **Schools Division Superintendents**

1. DepEd Order No. 30, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders* and DM-OUHROD-2024-0427 titled *Guidelines on the FY 2024 Utilization of Human Resource Development (HRD) Fund* directs Regional Office (RO) and Schools Division Offices (SDOs) to conduct program implementation review (PIR) including program planning which will help ensure effective and efficient implementation of priority professional development (PD) programs.
2. Anent this, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), shall conduct the **Regional Office and Schools Division Offices’ Interface cum Technical Assistance on the Development of Strategic HRD Plans** on **November 13-15, 2024** at a venue to be determined in a separate issuance.
3. The activity aims to:
 - a. review the PD programs and activities for teachers and school leaders conducted and funded using HRD Funds (INSET and PSF);
 - b. discuss NEAP core programs and the interim guidelines on the quality assurance and monitoring and evaluation of NEAP core programs;
 - c. present the NEAP and CT Priority PD Programs for 2025; and
 - d. provide technical assistance in the finalization of the 202 Division Strategic HRD Plans for teachers and school leaders.




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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4. Participants in this activity from each SDO are one (1) Senior Education Program Specialist (SEPS) of HRD Section, one (1) SGOD Chief, and one (1) CID Chief or representative who is a proponent of a PD program funded by HRD Fund. To confirm their participation, they shall register through **bit.ly/ROSDOInterfaceHRD** on or before **November 4, 2024**. They are also advised to bring their laptops and extension cords.
5. Each SDO, through SEPS-HRDS in coordination with program focal persons from CID, shall update the FY 2024 PD programs and activities conducted using HRD Fund (INSET & PSF) and which are encoded in the Program Management Information System (PMIS) through **bit.ly/hrdfund3rdquarterreport**.
6. First meal to be served is breakfast on Day 1 (November 13, 2024) and the last meal is lunch with packed PM snacks on Day 3 (November 15, 2024).
7. Expenses relative to board and lodging shall be charged against Regional HRD Fund while transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. For inquiries and clarifications, please contact Jisela N. Ulpina, OIC-Chief Education Supervisor or Mr. Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP R through email at hrd.calabarzon@deped.gov.ph
9. Immediate dissemination of this Memorandum to all concerned is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director