

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



27 March 2025

**Regional Memorandum**

No. 238 s. 2025

**GUIDELINES ON THE UTILIZATION OF THE FY 2025 HUMAN  
RESOURCE DEVELOPMENT (HRD) FUNDS**

To: **Schools Division Superintendents**

1. Enclosed is DM-OUHROD-2025-0586 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development, titled ***Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Funds.***
2. The FY 2024 Continuing Funds and FY 2025 Current Funds shall be utilized to design, develop, quality assure, and implement targeted and needs-based professional development (PD) programs. The said PD programs must be aligned with the 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.
3. Only **quality-assured and CPD-accredited PD programs** shall be implemented at all governance levels and be funded by the HRD Funds.
4. Other details regarding the purpose of HRD Funds, program quality assurance and accreditation, allowable expenses, and reporting and monitoring of physical and financial accomplishments can be found in the enclosed memorandum.
5. Immediate dissemination of and compliance with this Memorandum are instructed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

06/ROH5/ROH1



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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**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)*

**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.

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 25<sup>th</sup> 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](mailto: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](mailto: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**



Republika ng Pilipinas  
**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)
<b>NCR</b>		
	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
	<b>Sub-Total</b>	<b>Php 54,624,000.00</b>
<b>I</b>		
	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
	<b>Sub-Total</b>	<b>Php 54,030,000.00</b>
<b>II</b>		
	Batanes	471,000.00
	Cagayan	13,548,000.00
	Cauayan City	1,563,000.00
	Ilagan 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
	<b>Sub-Total</b>	<b>Php 44,368,000.00</b>
<b>III</b>		
	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
	<b>Sub-Total</b>	<b>Php 91,096,000.00</b>
<b>IV-A</b>		
	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



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### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	Tanauan City	1,451,000.00
	Tayabas City	1,118,000.00
	<b>Sub-Total</b>	<b>Php 103,417,000.00</b>
<b>IV-B</b>		
	Calapan City	1,345,000.00
	Marinduque	3,494,000.00
	Occidental Mindoro	6,536,000.00
	Oriental Mindoro	9,260,000.00
	Palawan	12,681,000.00
	Puerto Princesa City	2,176,000.00
	Romblon	4,892,000.00
	<b>Sub-Total</b>	<b>Php 40,384,000.00</b>
<b>V</b>		
	Albay	10,264,000.00
	Camarines Norte	6,805,000.00
	Camarines Sur	20,848,000.00
	Catanduanes	4,783,000.00
	Iriga City	1,240,000.00
	Legazpi City	1,563,000.00
	Ligao City	1,490,000.00
	Masbate	12,603,000.00
	Masbate City	1,233,000.00
	Naga City	1,503,000.00
	Sorsogon	9,348,000.00
	Sorsogon City	1,923,000.00
	Tabaco City	1,484,000.00
	<b>Sub-Total</b>	<b>Php 75,087,000.00</b>
<b>VI</b>		
	Aklan	7,281,000.00
	Antique	9,389,000.00
	Bacolod City	3,181,000.00
	Bago City	1,373,000.00
	Cadiz City	1,499,000.00
	Capiz	8,471,000.00
	Escalante City	1,017,000.00
	Guimaras	2,193,000.00
	Himamaylan City	1,290,000.00
	Iloilo	21,875,000.00
	Iloilo City	2,481,000.00
	Kabankalan City	1,799,000.00
	La Carlota City	783,000.00
	Negros Occidental	12,516,000.00
	Passi City	1,006,000.00
	Roxas City	1,416,000.00
	Sagay City	1,619,000.00
	San Carlos City	1,413,000.00
	Silay City	1,137,000.00



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	Sipalay City	1,000,000.00
	Victorias City	896,000.00
	<b>Sub-Total</b>	<b>Php 83,635,000.00</b>
<b>VII</b>		
	Bais City	951,000.00
	Bayawan City	1,787,000.00
	Bogo City	1,003,000.00
	Bohol	18,643,000.00
	Canlaon City	713,000.00
	Carcar City	1,433,000.00
	Cebu City	4,956,000.00
	Cebu Province	23,995,000.00
	Danao City	1,441,000.00
	Dumaguete City	882,000.00
	Guihulngan City	1,968,000.00
	Lapu-lapu City	2,788,000.00
	Mandaue City	1,867,000.00
	Naga City	1,298,000.00
	Negros Oriental	8,588,000.00
	Siquijor	1,432,000.00
	Tagbilaran City	684,000.00
	Talisay City	1,662,000.00
	Tanjay City	1,528,000.00
	Toledo City	1,932,000.00
	<b>Sub-Total</b>	<b>Php 79,551,000.00</b>
<b>VIII</b>		
	Baybay City	1,269,000.00
	Biliran	2,879,000.00
	Borongan City	960,000.00
	Calbayog City	2,889,000.00
	Catbalogan City	1,454,000.00
	Eastern Samar	8,040,000.00
	Leyte	22,575,000.00
	Maasin City	1,228,000.00
	Northern Samar	10,857,000.00
	Ormoc City	1,984,000.00
	Samar	11,727,000.00
	Southern Leyte	5,803,000.00
	Tacloban City	1,774,000.00
	<b>Sub-Total</b>	<b>Php 73,439,000.00</b>
<b>IX</b>		
	Dapitan City	1,079,000.00
	Dipolog City	1,253,000.00
	Isabela City	1,565,000.00
	Pagadian City	1,738,000.00
	Zamboanga City	7,103,000.00
	Zamboanga Sibugay	8,878,000.00



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	Zamboanga del Norte	12,754,000.00
	Zamboanga del Sur	13,643,000.00
	<b>Sub-Total</b>	<b>Php 48,013,000.00</b>
<b>X</b>		
	Bukidnon	13,210,000.00
	Cagayan de Oro City	4,187,000.00
	Camiguin	1,326,000.00
	El Salvador City	644,000.00
	Gingoog City	1,755,000.00
	Iligan City	2,792,000.00
	Lanao del Norte	8,171,000.00
	Malaybalay City	1,748,000.00
	Misamis Occidental	5,980,000.00
	Misamis Oriental	8,725,000.00
	Oroquieta City	992,000.00
	Ozamiz City	1,391,000.00
	Tangub City	1,110,000.00
	Valencia City	1,893,000.00
	<b>Sub-Total</b>	<b>Php 53,924,000.00</b>
<b>XI</b>		
	Davao City	11,299,000.00
	Davao Occidental	3,826,000.00
	Davao Oriental	5,868,000.00
	Davao de Oro	7,836,000.00
	Davao del Norte	5,181,000.00
	Davao del Sur	5,052,000.00
	Digos City	1,381,000.00
	Island Garden City of Samal	1,372,000.00
	Mati City	1,868,000.00
	Panabo City	1,716,000.00
	Tagum City	1,713,000.00
	<b>Sub-Total</b>	<b>Php 47,112,000.00</b>
<b>XII</b>		
	Cotabato	12,232,000.00
	General Santos City	4,289,000.00
	Kidapawan City	1,579,000.00
	Koronadal City	1,587,000.00
	Sarangani	6,281,000.00
	South Cotabato	7,641,000.00
	Sultan Kudarat	7,576,000.00
	Tacurong City	951,000.00
	<b>Sub-Total</b>	<b>Php 42,136,000.00</b>
<b>Caraga</b>		
	Agusan del Norte	3,925,000.00
	Agusan del Sur	8,595,000.00
	Bayugan City	1,608,000.00
	Bislig City	1,199,000.00



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	Butuan City	3,035,000.00
	Cabadbaran City	1,017,000.00
	Dinagat Island	2,259,000.00
	Siargao	2,502,000.00
	Surigao City	1,681,000.00
	Surigao del Norte	3,574,000.00
	Surigao del Sur	7,612,000.00
	Tandag City	849,000.00
	<b>Sub-Total</b>	<b>Php 37,856,000.00</b>
<b>CAR</b>		
	Abra	5,168,000.00
	Apayao	2,753,000.00
	Baguio City	1,855,000.00
	Benguet	6,634,000.00
	Ifugao	4,099,000.00
	Kalinga	2,607,000.00
	Mt. Province	3,413,000.00
	Tabuk City	1,917,000.00
	<b>Sub-Total</b>	<b>Php 28,446,000.00</b>
	<b>GRAND TOTAL</b>	<b>Php 957,118,000.00</b>