



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



HRDD-RM-2025-250

31 March 2025

Regional Memorandum
No. 250 s. 2025

**UPDATING OF DATA ON FY 2025 PHYSICAL AND FINANCIAL
ACCOMPLISHMENTS UNDER PROGRAMS, PROJECTS, AND
ACTIVITIES FUNDED BY HUMAN RESOURCE
DEVELOPMENT FUNDS**

To: **Schools Division Superintendents**

1. To ensure the judicious utilization of the Human Resource Development (HRD) Funds as well as the effective and efficient implementation of professional development (PD) programs for teachers, school heads, and teaching-related personnel, the National Educators Academy of the Philippines (NEAP) has established a streamlined reporting mechanism to be adopted by the Regional Office, Schools Division Offices (SDOs), and schools.
2. SDOs, through the School Governance and Operations Division (SGOD) – Human Resource Development Section (HRDS), Curriculum Implementation Division (CID), and Division Budget Officers, shall update the data on **physical and financial accomplishments under programs, projects, and activities funded by HRD funds every 25th of the month** through <https://tinyurl.com/fy2025hrdfund>.
3. For schools conducting Learning Action Cell (LAC) sessions, each SDO shall provide the School IDs, quarter/dates of conduct, and link to means of verification (if there is any) through the link mentioned above.
4. SGOD-HRDS, in collaboration with the PD program focal persons, shall ensure the submission of the lists of participants after the conduct of the program funded by HRD funds. The template and submission procedures can be found in the link.
5. For inquiries and concerns, please contact Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.

6. Strict compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

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