

HRDD-RM-2025-656

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


03 September 2025

Regional Memorandum
No. 656 s. 2025

**MONTHLY MONITORING AND SUBMISSION OF THE
HUMAN RESOURCE DEVELOPMENT (HRD)
FUNDS UTILIZATION REPORT**

To: **Schools Division Superintendents**

1. Enclosed is DM-OULS-2025-030 from DepEd Central Office, Office of the Undersecretary for Learning Systems, regarding the **Monthly Monitoring and Submission of the Human Resource Development (HRD) Funds Utilization Report**.
2. In this regard, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), requests the Schools Division Offices (SDOs) to **submit the HRD Fund Utilization Report every 30th of the month**, using the prescribed templated accessible through this link: **tinyurl.com/HRDFundMonthlyReport**.
3. Attention is requested to Paragraph 5 of DM-OULS-2025-030 on the procedures and duties and responsibilities in relation to the monthly monitoring and submission of HRD Fund Utilization Report.
4. For questions or queries, please contact Jisela N. Ulpina, HRDD OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email hrd.calabarzon@deped.gov.ph.
5. Immediate compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2025-030

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

FROM : *Carmela C. Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **MONTHLY MONITORING AND SUBMISSION OF THE**
HRD/HRTD FUND UTILIZATION REPORT

DATE : 05 August 2025

In accordance with DepEd Order 30, s. 2021 titled *Multi-year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development (HRD) Fund for Teachers and School Leaders*, the National Educators Academy of the Philippines (NEAP) has been allocating Human Resource Development (HRD) Fund to Regional and Schools Division Offices to support the implementation of initiatives relative to the continuing professional development of teaching and teaching-related personnel at various governance levels.

It has three components: (1) the Central Office-Managed Funds; (2) the Program Support Fund (PSF); and (3) the In-Service Training (INSET). The implementation of programs associated with these funds is lodged in various offices at the Central, Regional, and Schools Division Offices.

Relative to the FY 2025 HRD Fund Allocation, a total of **Php 998,123,382.00** has been obligated as of June 2025, equivalent to only **26.28%** of the total allocation amounting to **Php 3,797,612,947.00**. Given that the fiscal year is now in its third quarter, NEAP is responsible for monitoring the HRD/HRTD Funds' monthly utilization report to ensure the judicious use of funds, as well as the efficient and effective implementation of PD programs across all levels.

Consequently, **NEAP requests the ROs and SDOs to submit their utilization report for July 2025, using the prescribed template accessible through this link <https://tinyurl.com/HRDFundMonthlyReport>, on or before August 10, 2025.**



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Furthermore, the following are the **procedures, along with the corresponding duties and responsibilities of ROs and SDOs, in relation to the monthly monitoring and submission of HRD/HRTD Funds Financial Accomplishments:**

- a. The Senior Education Program Specialist (SEPS) or designated focal person is directed to coordinate with their Regional Finance Division to secure the monthly HRTD fund utilization report.
- b. At the SDO level, the Human Resource Development Service (HRDS) shall coordinate with their respective Budget Unit to get the monthly HRTD fund utilization, which shall then be submitted to the NEAP-R SEPS or designated focal person for consolidation.
- c. **The NEAP-R SEPS or designated focal person shall facilitate the consolidation of the HRTD fund utilization reports submitted by the SDOs. They are directed to accomplish the consolidated report using the provided template. The completed report must be submitted to the NEAP Central Office, with the recommending approval from the HRDD Chief and final approval from the Regional Director.**
- d. The NEAP-R SEPS or designated focal persons are advised to submit the monthly HRD/HRTD fund utilization report on or before the 10th day of each month, using the prescribed template.

Should you have concerns and queries, kindly coordinate with Eric Sarmiento or Camille Bolos of NEAP-Office of the Director, through email at neap.od@deped.gov.ph cc: eric.sarmiento003@deped.gov.ph / camille.bolos@deped.gov.ph and telefax number (02) 8638-8638.

For your information and immediate compliance.