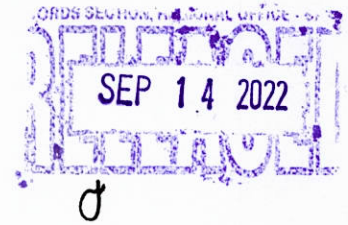




Republic of the Philippines
Department of Education
CARAGA REGION



September 14, 2022

REGIONAL MEMORANDUM
No. 0799, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

UTILIZATION OF HUMAN RESOURCE DEVELOPMENT (HRD) FUNDS

1. Please refer to the attached Memorandum DM-OUHROD-2022-008 signed by Undersecretary Gloria Jumamil Mercado dated September 2, 2022 re: Utilization of the HRD Funds.
2. The set guidelines aim to assist the field offices on how to utilize the downloaded funds for the reimbursement of the communication expenses and the savings from conducted activities.
3. For your guidance and reference.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

ACTIVITIES

FUNDS

GUIDELINES

HRD/rsr
9/14/2022



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

MEMORANDUM
DM-OUHROD-2022-0008

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

FROM :  **GLORIA JUMAMIL-MERCADO**
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office*

SUBJECT : **Utilization of the HRD Funds**

DATE : 02 September 2022

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), has allocated Human Resource Development Funds (HRD Funds) to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders.
2. For FY 2022, NEAP has guaranteed the allocation for: (1) Central Office-Managed Funds; (2) Program Support Funds (PSF); and, (3) In-Service Training (INSET) Funds. The PSF and the INSET Funds were both directly released by the Department of Budget and Management to the respective DepEd field offices in the first quarter of this year. The CO-Managed Fund, on the other hand, is being managed by NEAP, and is currently being utilized by the CO bureaus and service units for the development and implementation of their programs.
3. Apart from these, additional HRD Funds were downloaded by NEAP to defray costs relative to the attendance of public school teachers and school leaders to professional development programs and courses. In particular, funds for the reimbursement of the communications expenses incurred by public school teachers for having attended online trainings were downloaded as a countermeasure for those who were not able to receive the NEAP Communications Package.

4. The NEAP Communications Package refers to the NEAP SIM Card and the NEAP 379 mobile data connectivity to be used by public school teachers during online trainings or seminars, video and teleconferencing, downloading and uploading content, browsing or surfing the internet for research, accessing social media applications, and for using internet-based messaging.
5. However, on account of the fact that not all areas are covered by Smart Communications, only eighty percent (80%) of the total number of teachers were provided with NEAP SIM Cards to allow the usage of other networks. Those who were not able to receive NEAP SIM Cards were allowed to reimburse the cost of the communications expenses as indicated in the unnumbered memorandum dated 17 September 2021, *"Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)"* [Enclosure 1].
6. However, NEAP has received several requests from DepEd Regional Offices for the utilization of these unexpended funds for other Learning and Development (L&D) activities due to the fact that they are receiving very minimal to no requests for reimbursements from public school teachers.
7. In addition, NEAP has received queries from DepEd field offices, inquiring about the process on how to utilize unexpended portions of earmarked funds (i.e., portions of allocated funds covered by an approved Activity Request / Authority to Conduct, but was unutilized) or the funds that we refer to as "savings".
8. To assist the field offices on how to utilize the downloaded funds for the reimbursement of the communications expenses and the savings from conducted activities, this set of guidelines is hereby issued.

Utilization of the Downloaded Funds

Intended for the Reimbursement of Communications Expenses

9. NEAP has downloaded a total of Two Hundred Thirty One Million Four Hundred Thirty Four Thousand Two Hundred Forty Pesos and 00/100 (PhP 231,434,240.00) to DepEd Schools Division Offices (SDOs) for the reimbursement of the communications expenses incurred by public school teachers [Enclosure 2].
10. SDOs who have received no requests from public school teachers for reimbursement of their communications expenses, may utilize the funds that have been downloaded to them for the development and implementation of professional development programs and courses in their division. On the other hand, SDOs who have received minimal requests from public school teachers for the reimbursement of their communications expenses, may utilize only a part of their funds.
11. Process of the Utilization of Unexpended Funds
 - a. Program proponent submits a proposal to the Schools Division Superintendent as the Portfolio Manager of the HRD Funds in the SDO.
 - b. The Portfolio Manager (SDS) reviews the proposal and checks the program design, mode of delivery, the targeted participants, the allocation given for each expenditure item, the computation of the budget, among others.

- c. The Portfolio Manager (SDS) approves the utilization of unexpended funds based on the program proposal submitted and returns it to the program proponent.
- d. The program proponent submits the proposal for NEAP Recognition in accordance with DepEd Order No. 1, s. 2020, *"Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders"*.
- e. Upon approval of the application for Recognition, the program proponent then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program in accordance with DepEd Order No. 030, s. 2021, *"Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders"*.

12. Reporting

- a. Program proponents are likewise required to prepare and upload their physical and financial report to the PMIS as indicated in DepEd Order No. 011, s. 2021, *"Guidelines on the Operationalization of PMIS"*.
- b. All SDOs are required to submit the amount of re-aligned funds during the conduct of the Program Implementation Review (PIR).

Utilization of the Program Support Funds (PSF) and the Downloaded Funds Intended for Professional Development Programs

- 13. All programs and activities covered by an approved Activity Requests (ARs) and Authorities to Conduct (ATCs) have an approved budget allocation. In instances where there is an unexpended portion of the approved budget, this unexpended portion shall be deemed as "savings".
- 14. The savings netted from conducted professional development programs may be utilized for other professional development activities provided the same shall be covered by an approved AR/ATC and is duly NEAP-Recognized.

15. Process of Utilization of Savings

- a. The program proponent implements the program / activity based on the approved AR / ATC.
- b. The program proponent of *Program A submits their accomplishment report by uploading the physical and financial accomplishment to the PMIS.
- c. The program proponent of **Program B submits a proposal to the Schools Division Superintendent as the Portfolio Manager of the HRD Funds in the SDO.

**Program A - Program and activities covered by an approved Activity Requests (ARs) and Authorities to Conduct (ATCs) and have an approved budget allocation.*

***Program B - Proposed Program and activities covered by the unexpended portion of the approved budget or savings of Program A.*

- d. The Portfolio Manager (SDS) reviews the proposal and checks if there are sufficient funds from the savings to cover the proposal, and reviews the program design, mode of delivery, the targeted participants, the allocation given for each expenditure item, the computation of the budget, among others.
- e. The Portfolio Manager (SDS) approves Program B based on the program proposal submitted and returns it to the program proponent.
- f. The program proponent submits the proposal for Program B for NEAP Recognition in accordance with DepEd Order No. 1, s. 2020, *"Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders"*.
- g. Upon approval of the application for Recognition, the program proponent then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program in accordance with DepEd Order No. 030, s. 2021, *"Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders"*.

16. Reporting

- a. Program proponents are likewise required to prepare and upload their physical and financial report to the PMIS as indicated in DepEd Order No. 011, s. 2021, *"Guidelines on the Operationalization of PMIS"*.
- b. All SDOs are required to submit the report on the utilization of savings during the conduct of the Program Implementation Review (PIR).

17. For more information, please contact the National Educators' Academy of the Philippines (NEAP), Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, through email at neap.od@deped.gov.ph or via telefax number (02) 8638-8638.

18. Immediate dissemination of and strict compliance with this issuance is directed.