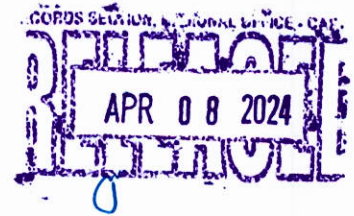




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



April 8, 2024

REGIONAL MEMORANDUM  
No. 0319, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**ORIENTATION ON THE UTILIZATION OF FY 2024 HUMAN RESOURCE  
DEVELOPMENT (HRD) FUND CUM PROFESSIONAL DEVELOPMENT  
PROGRAM CRAFTING WORKSHOP**

1. In adherence to DM-OUHROD-2024-0427 Re: Guidelines on the Utilization of FY 2024 HRD Fund an Orientation on The Utilization of FY 2024 Human Resource Development (HRD) Fund Cum Professional Development Program Crafting Workshop shall be conducted on April 11-12, 2024 via Microsoft Teams at <https://tinyurl.com/FundsPDPs> and April 29-30, 2024 at Silver Hall, DepEd Caraga Regional Office respectively.
2. The activity aims to:
  - a. discuss the salient features of the Guidelines on Utilization of FY 2024 HRD Funds;
  - b. re-orient Interim Guidelines on the QAME of NEAP Core Programs;
  - c. discuss the application process for CPD Service Provider;
  - d. craft PDP Proposals and attached documents for NEAP Recognition;
  - e. gather key issues and challenges in the implementation of HRDD-NEAP related policies and programs.
3. Participants to this activity are SGOD Chief, CID Chief, HRD SEPS, HRD EPS-II/1 PDC representative in each SDO, RO-QATAME In-charge, and all HRDD-NEAP Personnel.
4. Participants shall be accommodated in NEAP Caraga Dormitory Rooms starting April 28, 2024 at 2:00 PM. First Meal to be served is breakfast on April 29, 2024. Kindly register through <https://tinyurl.com/OrientFundsPDPs> not later than April 9, 2024.
5. All expenses for venue, meals, materials, and accommodation incurred during the conduct of the activity shall be charged against the 2023 HRTD Continuing Funds while travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.



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|----------------|-------------|------|--------|
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| Effectivity    | 02.01.23    | Page | 1 of 2 |

6. For your compliance.

**MARIA INES C. ASUNCION**  
Director III  
Officer-In-Charge  
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

  
**BERNABE L. LINO**  
Chief, CLMD

Encl/s.: None

Reference/s: None

To be indicated in the Perpetual Index  
under the following subjects:

FUNDS

ORIENTATION

PROGRAMS

HRDD/rsr  
04/08/2024