



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2023-0063

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, and
Teacher Education Council Secretariat

SUBJECT : **2023 HRD PROGRAM SUPPORT FUND (PSF) AND INSET**
FUND FOR THE REGIONS AND DIVISIONS

DATE : **JANUARY 04, 2023**

1. This is to inform the Regional and Schools Division Offices (ROs and SDOs) that the 2023 HRD Program Support Fund (PSF) Fund for the Regions and Schools Divisions has been approved for direct release by the Department of Budget and Management (DBM).
2. The allocation list is attached for your reference (Enclosure 1).
3. However, following the new directives set by the new administration, which aims to streamline the Department's systems and processes and strengthen professional development (PD) programs for teachers and school leaders through partnerships with the Teacher Education Institutions (TEIs) from the National Network of Normal Schools (3NS), **ROs and SDOs are advised to hold the utilization of the PSF until such time that the new strategic HRD plan is developed by this Office.**



Republika ng Pilipinas
Department of Education

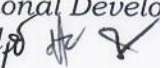
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

1480007

MEMORANDUM
DM-OUHROD-2023-0063

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

FROM :  **GLORIA DUMAMIL-MERCADO** 
*Undersecretary for Human Resource and Organizational Development
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat* 

SUBJECT : **2023 HRD PROGRAM SUPPORT FUND (PSF) AND INSET
FUND FOR THE REGIONS AND DIVISIONS**

DATE : **JANUARY 04, 2023**

1. This is to inform the Regional and Schools Division Offices (ROs and SDOs) that the 2023 HRD Program Support Fund (PSF) Fund for the Regions and Schools Divisions has been approved for direct release by the Department of Budget and Management (DBM).
2. The allocation list is attached for your reference (Enclosure 1).
3. However, following the new directives set by the new administration, which aims to streamline the Department's systems and processes and strengthen professional development (PD) programs for teachers and school leaders through partnerships with the Teacher Education Institutions (TEIs) from the National Network of Normal Schools (3NS), **ROs and SDOs are advised to hold the utilization of the PSF until such time that the new strategic HRD plan is developed by this Office.**

4. **A separate memorandum regarding the utilization of PSF for FY 2023 shall be released by this Office.**
5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders* (Enclosure 3).
6. The provisions of DepEd Order No. 001, s. 2020 entitled *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders* (Enclosure 4) shall be applicable to all activities referred to by *Items A and B*, in the eligible activities and allowable expenses of DO 30, s. 2021.
7. For more information and clarifications, please contact the **National Educators Academy of the Philippines**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at neap.od@deped.gov.ph or at telefax number (02) 8638-8638.
8. For your information and strict compliance.

Enclosures:

1. *List of Allocation per RO and SDO*
2. *List of Allocation for INSET funds*
3. *DepEd Order 30, s. 2021 - Multi-Year Guidelines on the Utilization of HRD Fund*
4. *DepEd Order 001, s. 2020 - Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*

Copy furnished:

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Governance and Field Operations

NEAPOD/CBolos

ENCLOSURE 1: *Program Support Fund (PSF) Breakdown of Allocation and Physical Targets*

REGION/DIVISION	Classification (as of 25 October, 2021)	Allocation	Physical Target
RO 1			
Regional Office 1	M	5,000,000.00	977
Division of Alaminos City	S	750,000.00	147
Division of Batac City	S	750,000.00	147
Division of Candon City	S	750,000.00	147
Division of Dagupan City	M	1,000,000.00	195
Division of Ilocos Norte	M	1,000,000.00	195
Division of Ilocos Sur	M	1,000,000.00	195
Division of La Union	M	1,000,000.00	195
Division of Laoag City	S	750,000.00	147
Division of Pangasinan I	L	1,250,000.00	244
Division of Pangasinan II	L	1,250,000.00	244
Division of San Carlos City	M	1,000,000.00	195
Division of San Fernando City	S	750,000.00	147
Division of Urdaneta City	M	1,000,000.00	195
Division of Vigan City	S	750,000.00	147
Sub-total		18,000,000.00	3517
RO 2			
Regional Office 2	S	4,000,000.00	782
Division of Batanes	S	750,000.00	147
Division of Cagayan	L	1,250,000.00	244
Division of Cauayan City	S	750,000.00	147
Division of Ilagan City	S	750,000.00	147
Division of Isabela	L	1,250,000.00	244
Division of Nueva Vizcaya	M	1,000,000.00	195
Division of Quirino	M	1,000,000.00	195

Division of Santiago City	S	750,000.00	147
Division of Tuguegarao City	M	1,000,000.00	195
Sub-total		12,500,000.00	2443
RO 3			
Regional Office 3	L	6,000,000.00	1173
Division of Angeles City	M	1,000,000.00	195
Division of Aurora	M	1,000,000.00	195
Division of Balanga City	S	750,000.00	147
Division of Bataan	M	1,000,000.00	195
Division of Bulacan	L	1,250,000.00	244
Division of Cabanatuan City	M	1,000,000.00	195
Division of Gapan City	S	750,000.00	147
Division of Mabalacat City	S	750,000.00	147
Division of Malolos City	M	1,000,000.00	195
Division of Meycauayan City	S	750,000.00	147
Division of Muñoz Science City	S	750,000.00	147
Division of Nueva Ecija	L	1,250,000.00	244
Division of Olongapo City	M	1,000,000.00	195
Division of Pampanga	L	1,250,000.00	244
Division of San Fernando City, Pampanga	M	1,000,000.00	195
Division of San Jose City	S	750,000.00	147
Division of San Jose del Monte City	M	1,000,000.00	195
Division of Tarlac	L	1,250,000.00	244
Division of Tarlac City	M	1,000,000.00	195
Division of Zambales	M	1,000,000.00	195
Sub-total		25,500,000.00	4981
RO 4A			
Regional Office 4A	L	6,000,000.00	1173
Division of Antipolo City	M	1,000,000.00	195
Division of Bacoor City	S	750,000.00	147
Division of Batangas	L	1,250,000.00	244
Division of Batangas City	M	1,000,000.00	195
Division of Biñan City	M	1,000,000.00	195
Division of Cabuyao City	M	1,000,000.00	195

Division of Calamba City	M	1,000,000.00	195
Division of Cavite	L	1,250,000.00	244
Division of Cavite City	S	750,000.00	147
Division of Dasmariñas City	M	1,000,000.00	195
Division of General Trias City	M	1,000,000.00	195
Division of Imus City	S	750,000.00	147
Division of Laguna	L	1,250,000.00	244
Division of Lipa City	M	1,000,000.00	195
Division of Lucena City	M	1,000,000.00	195
Division of Quezon	VL	1,500,000.00	293
Division of Rizal	L	1,250,000.00	244
Division of San Pablo City	M	1,000,000.00	195
Division of San Pedro City	M	1,000,000.00	195
Division of Sta. Rosa City	M	1,000,000.00	195
Division of Tanauan City	M	1,000,000.00	195
Division of Tayabas City	S	750,000.00	147
Sub-total		28,500,000.00	5565
RO 4B			
Regional Office 4B	S	4,000,000.00	782
Division of Calapan City	M	1,000,000.00	195
Division of Marinduque	M	1,000,000.00	195
Division of Occidental Mindoro	M	1,000,000.00	195
Division of Oriental Mindoro	M	1,000,000.00	195
Division of Palawan	L	1,250,000.00	244
Division of Puerto Princesa City	M	1,000,000.00	195
Division of Romblon	M	1,000,000.00	195
Sub-total		11,250,000.00	2196
RO 5			
Regional Office 5	M	5,000,000.00	977
Division of Albay	L	1,250,000.00	244
Division of Camarines Norte	M	1,000,000.00	195
Division of Camarines Sur	VL	1,500,000.00	293
Division of Catanduanes	M	1,000,000.00	195
Division of Iriga City	S	750,000.00	147
Division of Legazpi City	M	1,000,000.00	195

Division of Ligao City	M	1,000,000.00	195
Division of Masbate	L	1,250,000.00	244
Division of Masbate City	M	1,000,000.00	195
Division of Naga City	M	1,000,000.00	195
Division of Sorsogon	M	1,000,000.00	195
Division of Sorsogon City	M	1,000,000.00	195
Division of Tabaco City	M	1,000,000.00	195
Sub-total		18,750,000.00	3660
RO 6			
Regional Office 6	L	6,000,000.00	1173
Division of Aklan	M	1,000,000.00	195
Division of Antique	M	1,000,000.00	195
Division of Bacolod City	M	1,000,000.00	195
Division of Bago City	M	1,000,000.00	195
Division of Cadiz City	M	1,000,000.00	195
Division of Capiz	M	1,000,000.00	195
Division of Escalante City	S	750,000.00	147
Division of Guimaras	M	1,000,000.00	195
Division of Himamaylan City	M	1,000,000.00	195
Division of Iloilo	VL	1,500,000.00	293
Division of Iloilo City	M	1,000,000.00	195
Division of Kabankalan City	M	1,000,000.00	195
Division of La Carlota City	S	750,000.00	147
Division of Negros Occidental	L	1,250,000.00	244
Division of Passi City	S	750,000.00	147
Division of Roxas City	M	1,000,000.00	195
Division of Sagay City	M	1,000,000.00	195
Division of San Carlos City	M	1,000,000.00	195
Division of Silay City	M	1,000,000.00	195
Division of Sipalay City	M	1,000,000.00	195
Division of Victorias City	S	750,000.00	147
Sub-total		26,750,000.00	5223
RO 7			
Regional Office 7	L	6,000,000.00	1173
Division of Bais City	S	750,000.00	147

Division of Bayawan City	M	1,000,000.00	195
Division of Bogo City	S	750,000.00	147
Division of Bohol	L	1,250,000.00	244
Division of Canlaon City	M	1,000,000.00	195
Division of Carcar City	M	1,000,000.00	195
Division of Cebu Province	VL	1,500,000.00	293
Division of Cebu City	M	1,000,000.00	195
Division of City of Naga, Cebu	M	750,000.00	147
Division of Danao City	S	750,000.00	147
Division of Dumaguete City	S	750,000.00	147
Division of Guihulngan City	S	750,000.00	147
Division of Lapu-Lapu City	M	1,000,000.00	195
Division of Mandaue City	M	1,000,000.00	195
Division of Negros Oriental	L	1,250,000.00	244
Division of Siquijor	M	1,000,000.00	195
Division of Tagbilaran City	S	750,000.00	147
Division of Talisay City	M	1,000,000.00	195
Division of Tanjay City	S	750,000.00	147
Division of Toledo City	M	1,000,000.00	195
<u>Sub-total</u>		<u>25,000,000.00</u>	<u>4885</u>
RO 8			
Regional Office 8	M	5,000,000.00	977
Division of Baybay City	S	750,000.00	147
Division of Biliran	M	1,000,000.00	195
Division of Borongan City	S	750,000.00	147
Division of Calbayog City	M	1,000,000.00	195
Division of Catbalogan City	M	1,000,000.00	195
Division of Eastern Samar	M	1,000,000.00	195
Division of Leyte	L	1,250,000.00	244
Division of Maasin City	S	750,000.00	147
Division of Northern Samar	M	1,000,000.00	195
Division of Ormoc City	M	1,000,000.00	195
Division of Samar	M	1,000,000.00	195
Division of Southern Leyte	M	1,000,000.00	195
Division of Tacloban City	M	1,000,000.00	195

Sub-total		17,500,000.00	3417
RO 9			
Regional Office 9	S	4,000,000.00	782
Division of Dapitan City	S	750,000.00	147
Division of Dipolog City	M	1,000,000.00	195
Division of Isabel City	M	1,000,000.00	195
Division of Pagadian City	M	1,000,000.00	195
Division of Zamboanga City	M	1,000,000.00	195
Division of Zamboanga del Norte	L	1,250,000.00	244
Division of Zamboanga del Sur	L	1,250,000.00	244
Division of Zamboanga Sibugay	M	1,000,000.00	195
Sub-total		12,250,000.00	2392
RO 10			
Regional Office 10	M	5,000,000.00	977
Division of Bukidnon	L	1,250,000.00	244
Division of Cagayan de Oro City	M	1,000,000.00	195
Division of Camiguin	S	750,000.00	147
Division of El Salvador City	S	750,000.00	147
Division of Gingoog City	M	1,000,000.00	195
Division of Iligan City	M	1,000,000.00	195
Division of Lanao del Norte	M	1,000,000.00	195
Division of Malaybalay City	M	1,000,000.00	195
Division of Misamis Occidental	M	1,000,000.00	195
Division of Misamis Oriental	M	1,000,000.00	195
Division of Oroquieta City	S	750,000.00	147
Division of Ozamiz City	M	1,000,000.00	195
Division of Tangub City	S	750,000.00	147
Division of Valencia City	M	1,000,000.00	195
Sub-total		18,250,000.00	3564
RO 11			
Regional Office 11	M	5,000,000.00	977
Division of Davao De Oro	M	1,000,000.00	195
Division of Davao City	L	1,250,000.00	244
Division of Davao del Norte	M	1,000,000.00	195

Division of Davao del Sur	M	1,000,000.00	195
Division of Davao Occidental	M	1,000,000.00	195
Division of Davao Oriental	M	1,000,000.00	195
Division of Digos City	M	1,000,000.00	195
Division of Island Garden City of Samal	S	750,000.00	147
Division of Mati City	M	1,000,000.00	195
Division of Panabo City	M	1,000,000.00	195
Division of Tagum City	M	1,000,000.00	195
Sub-total		16,000,000.00	3123
RO 12			
Regional Office 12	S	4,000,000.00	782
Division of General Santos City	M	1,000,000.00	195
Division of Kidapawan City	M	1,000,000.00	195
Division of Koronadal City	M	1,000,000.00	195
Division of North Cotabato	L	1,250,000.00	244
Division of Sarangani	M	1,000,000.00	195
Division of South Cotabato	M	1,000,000.00	195
Division of Sultan Kudarat	M	1,000,000.00	195
Division of Tacurong City	S	750,000.00	147
Sub-total		12,000,000.00	2343
CARAGA			
Regional Office 13	M	5,000,000.00	977
Division of Agusan del Norte	M	1,000,000.00	195
Division of Agusan del Sur	M	1,000,000.00	195
Division of Bayugan City	S	750,000.00	147
Division of Bislig City	M	1,000,000.00	195
Division of Butuan City	M	1,000,000.00	195
Division of Cabadbaran City	S	750,000.00	147
Division of Dinagat Island	M	1,000,000.00	195
Division of Siargao	M	1,000,000.00	195
Division of Surigao City	M	1,000,000.00	195
Division of Surigao del Norte	M	1,000,000.00	195
Division of Surigao del Sur	M	1,000,000.00	195
Division of Tandag City	S	750,000.00	147

<u>Sub-total</u>		<u>16,250,000.00</u>	<u>3173</u>
CAR			
Regional Office CAR	S	4,000,000.00	782
Division of Abra	M	1,000,000.00	195
Division of Apayao	M	1,000,000.00	195
Division of Baguio City	M	1,000,000.00	195
Division of Benguet	M	1,000,000.00	195
Division of Ifugao	M	1,000,000.00	195
Division of Kalinga	M	1,000,000.00	195
Division of Mt. Province	M	1,000,000.00	195
Division of Tabuk City	M	1,000,000.00	195
<u>Sub-total</u>		<u>12,000,000.00</u>	<u>2342</u>
NCR			
Regional Office NCR	L	6,000,000.00	1173
Division of Caloocan City	L	1,250,000.00	244
Division of City of San Juan	S	750,000.00	147
Division of Las Piñas City	M	1,000,000.00	195
Division of Makati City	M	1,000,000.00	195
Division of Malabon City	M	1,000,000.00	195
Division of Mandaluyong City	M	1,000,000.00	195
Division of Manila	L	1,250,000.00	244
Division of Marikina City	M	1,000,000.00	195
Division of Muntinlupa City	M	1,000,000.00	195
Division of Navotas	M	1,000,000.00	195
Division of Paranaque City	M	1,000,000.00	195
Division of Pasay City	M	1,000,000.00	195
Division of Pasig City	M	1,000,000.00	195
Division of Quezon City	L	1,250,000.00	244

Division of Taguig and Pateros	M	1,000,000.00	195
Division of Valenzuela City	M	1,000,000.00	195
<u>Sub-total</u>		<u>22,500,000.00</u>	<u>4392</u>
<u>TOTAL</u>		<u>293,000,000.00</u>	<u>57216.00</u>

ENCLOSURE 2: INSET FUND Breakdown of Allocation and Physical Target

NO	RO/DO	AMOUNT	PHYSICAL TARGET
	<u>NCR - TOTAL</u>	<u>48,348,000.00</u>	<u>9,453</u>
1	Division of Caloocan	6,041,000	1,181
2	Division of Las Piñas	2,229,000	436
3	Division of Makati	1,846,000	361
4	Division of Malabon City	1,876,000	367
5	Division of Mandaluyong	1,360,000	266
6	Division of Manila	7,057,000	1,380
7	Division of Marikina	1,747,000	342
8	Division of Muntinlupa	1,818,000	355
9	Division of Parañaque	2,256,000	441
10	Division of Navotas City	1,221,000	239
11	Division of Pasay City	1,557,000	304
12	Division of Pasig City	2,981,000	583
13	Division of Quezon City	9,647,000	1,886
14	Division of San Juan City	397,000	78
15	Division of Taguig and Pateros	3,413,000	667
16	Division of Valenzuela	2,902,000	567
	<u>RO 1 - TOTAL</u>	<u>44,575,000</u>	<u>8,716</u>
1	Division of Ilocos Norte	4,706,000	920
2	Division of Ilocos Sur	6,520,000	1,275
3	Division of La Union	5,768,000	1,128
4	Division of Pangasinan I	11,186,000	2,187
5	Division of Pangasinan II	9,195,000	1,798
6	Division of Alaminos City	779,000	152
7	Division of Batac City	443,000	87
8	Division of Candon City	496,000	97
9	Division of Dagupan City	1,112,000	217
10	Division of Laoag City	748,000	146
11	Division of San Carlos City	1,517,000	297
12	Division of San Fernando City	654,000	128
13	Division of Urdaneta City	1,068,000	209
14	Division of Vigan City	383,000	75

	<u>CAR - TOTAL</u>	<u>20,735,000</u>	<u>4,054</u>
1	Division of Abra	3,517,000	688
2	Division of Apayao	2,037,000	398
3	Division of Benguet	4,987,000	975
4	Division of Ifugao	2,909,000	569
5	Division of Kalinga	1,870,000	366
6	Division of Mt. Province	2,447,000	478
7	Division of Baguio City	1,651,000	323
8	Division of Tabuk City	1,317,000	257
	<u>RO 2 - TOTAL</u>	<u>35,671,000</u>	<u>6,975</u>
1	Division of Batanes	305,000	60
2	Division of Cagayan	11,118,000	2,174
3	Division of Isabela	12,136,000	2,373
4	Division of Nueva Vizcaya	5,107,000	998
5	Division of Quirino	2,434,000	476
6	Division of Cauayan City	1,210,000	237
7	Division of Santiago City	947,000	185
8	Division of Tuguegarao City	948,000	185
9	Division of Ilagan City	1,466,000	287
	<u>RO 3 - TOTAL</u>	<u>77,218,000</u>	<u>15,094</u>
1	Division of Aurora	2,372,000	464
2	Division of Bataan	4,753,000	929
3	Division of Bulacan	13,975,000	2,732
4	Division of Nueva Ecija	12,144,000	2,374
5	Division of Pampanga	10,974,000	2,145
6	Division of Tarlac	8,569,000	1,675
7	Division of Zambales	5,277,000	1,032
8	Division of Angeles City	2,228,000	436
9	Division of Balanga City	606,000	118
10	Division of Cabanatuan City	1,775,000	347
11	Division of Gapan City	846,000	165
12	Division of Malolos City	1,291,000	252
13	Division of Muñoz Science City	697,000	136
14	Division of Olongapo City	1,295,000	253
15	Division of San Fernando City	1,594,000	312

16	Division of San Jose City	1,092,000	213
17	Division of San Jose del Monte City	2,906,000	568
18	Division of Tarlac City	2,382,000	466
19	Division of Meycauayan City	1,070,000	209
20	Division of Mabalacat City	1,372,000	268
	RO 4A - TOTAL	86,878,000	16,985
1	Division of Batangas	13,483,000	2,636
2	Division of Cavite	9,606,000	1,878
3	Division of Laguna	6,924,000	1,354
4	Division of Quezon	15,770,000	3,083
5	Division of Rizal	10,817,000	2,115
6	Division of Antipolo City	3,760,000	735
7	Division of Batangas City	2,065,000	404
8	Division of Calamba City	2,485,000	486
9	Division of Cavite City	548,000	107
10	Division of Dasmariñas City	2,658,000	520
11	Division of Lipa City	2,127,000	416
12	Division of Lucena City	1,709,000	334
13	Division of San Pablo City	1,830,000	358
14	Division of Sta. Rosa City	1,459,000	285
15	Division of Tanauan City	1,209,000	236
16	Division of Tayabas City	680,000	133
17	Division of Bacoar City	2,207,000	431
18	Division of Imus City	1,802,000	352
19	Division of Biñan City	1,478,000	289
20	Division of Cabuyao City	1,332,000	260
21	Division of General Trias City	1,655,000	324
22	Division of San Pedro City	1,274,000	249
	RO 4B - TOTAL	33,171,000	6,486
1	Division of Marinduque	2,884,000	564
2	Division of Occidental Mindoro	5,428,000	1,061
3	Division of Oriental Mindoro	7,696,000	1,505
4	Division of Palawan	10,618,000	2,076
5	Division of Romblon	3,549,000	694
6	Division of Calapan City	1,069,000	209

7	Division of Puerto Princesa City	1,927,000	377
	RO 5 - TOTAL	60,244,000	11,778
1	Division of Albay	8,642,000	1,689
2	Division of Camarines Norte	5,562,000	1,087
3	Division of Camarines Sur	16,830,000	3,290
4	Division of Catanduanes	3,565,000	697
5	Division of Masbate	10,027,000	1,960
6	Division of Sorsogon	7,469,000	1,460
7	Division of Iriga City	919,000	180
8	Division of Legazpi City	1,338,000	262
9	Division of Ligao City	1,119,000	219
10	Division of Masbate City	945,000	185
11	Division of Naga City	1,238,000	242
12	Division of Sorsogon City	1,512,000	296
13	Division of Tabaco City	1,078,000	211
	RO 6 - TOTAL	67,228,000	13,142
1	Division of Aklan	5,498,000	1,075
2	Division of Antique	7,120,000	1,392
3	Division of Capiz	6,496,000	1,270
4	Division of Guimaras	1,689,000	330
5	Division of Iloilo	17,612,000	3,443
6	Division of Negros Occidental	10,480,000	2,049
7	Division of Bacolod City	2,871,000	561
8	Division of Bago City	1,207,000	236
9	Division of Cadiz City	1,270,000	248
10	Division of Escalante City	763,000	149
11	Division of Iloilo City	2,312,000	452
12	Division of Kabankalan City	1,659,000	324
13	Division of La Carlota City	584,000	114
14	Division of Passi City	742,000	145
15	Division of Roxas City	1,134,000	222
16	Division of Sagay City	1,297,000	254
17	Division of San Carlos City	1,218,000	238
18	Division of Silay City	886,000	173
19	Division of Himamaylan City	1,020,000	199

20	Division of Sipalay City	732,000	143
21	Division of Victorias City	638,000	125
	RO 7 - TOTAL	62,194,000	12,158
1	Division of Bohol	13,981,000	2,733
2	Division of Cebu Province	19,033,000	3,721
3	Division of Negros Oriental	7,431,000	1,453
4	Division of Siquijor	1,025,000	200
5	Division of Bais City	747,000	146
6	Division of Bayawan City	1,442,000	282
7	Division of Bogu City	625,000	122
8	Division of Carcar City	955,000	187
9	Division of Cebu City	4,357,000	852
10	Division of Danao City	1,100,000	215
11	Division of Dumaguete City	675,000	132
12	Division of Guihulngan City	1,412,000	276
13	Division of Lapu-lapu City	2,432,000	475
14	Division of Mandaue City	1,702,000	333
15	Division of Naga City	831,000	162
16	Division of Tagbilaran City	529,000	103
17	Division of Talisay City	1,288,000	252
18	Division of Tanjay City	1,137,000	222
19	Division of Toledo City	1,492,000	292
	RO 8 - TOTAL	55,224,000	10,795
1	Division of Biliran	2,063,000	403
2	Division of Eastern Samar	5,772,000	1,128
3	Division of Leyte	17,119,000	3,347
4	Division of Northern Samar	8,141,000	1,592
5	Division of Samar	8,393,000	1,641
6	Division of Southern Leyte	4,196,000	820
7	Division of Baybay City	1,117,000	218
8	Division of Borongan City	804,000	157
9	Division of Calbayog City	2,337,000	457
10	Division of Catbalogan City	994,000	194
11	Division of Maasin City	901,000	176
12	Division of Ormoc City	1,831,000	358

13	Division of Tacloban City	1,556,000	304
	RO 9 - TOTAL	37,843,000	7,399
1	Division of Zamboanga del Norte	10,052,000	1,965
2	Division of Zamboanga del Sur	10,178,000	1,990
3	Division of Zamboanga Sibugay	7,040,000	1,376
4	Division of Dapitan City	857,000	168
5	Division of Dipolog City	982,000	192
6	Division of Isabela City	1,137,000	222
7	Division of Pagadian City	1,425,000	279
8	Division of Zamboanga City	6,172,000	1,207
	RO 10 - TOTAL	43,033,000	8,414
1	Division of Bukidnon	11,183,000	2,186
2	Division of Camiguin	967,000	189
3	Division of Lanao del Norte	6,052,000	1,183
4	Division of Misamis Occidental	4,225,000	826
5	Division of Misamis Oriental	6,808,000	1,331
6	Division of Cagayan de Oro City	3,709,000	725
7	Division of El Salvador City	411,000	80
8	Division of Gingoog City	1,394,000	273
9	Division of Iligan City	2,509,000	491
10	Division of Malaybalay City	1,554,000	304
11	Division of Oroquieta City	730,000	143
12	Division of Ozamiz City	1,103,000	216
13	Division of Tanguib City	825,000	161
14	Division of Valencia City	1,563,000	306
	RO 11 - TOTAL	39,925,000	7,805
1	Division of Davao de Oro	6,820,000	1,333
2	Division of Davao del Norte	4,416,000	863
3	Division of Davao del Sur	4,268,000	834
4	Division of Davao Oriental	4,834,000	945
5	Division of Davao City	9,908,000	1,937
6	Division of Digos City	1,177,000	230
7	Division of Island Garden City of Samal	1,011,000	198

8	Division of Mati City	1,248,000	244
9	Division of Panabo City	1,343,000	263
10	Division of Tagum City	1,544,000	302
11	Division of Davao Occidental	3,356,000	656
	<u>RO 12 - TOTAL</u>	<u>36,151,000</u>	<u>7,068</u>
1	Division of Cotabato	10,676,000	2,087
2	Division of Sarangani	5,442,000	1,064
3	Division of South Cotabato	6,715,000	1,313
4	Division of Sultan Kudarat	6,415,000	1,254
5	Division of General Santos City	3,696,000	723
6	Division of Kidapawan City	1,245,000	243
7	Division of Koronadal City	1,257,000	246
8	Division of Tacurong City	705,000	138
	<u>CARAGA - TOTAL</u>	<u>29,095,000</u>	<u>5,689</u>
1	Division of Agusan del Norte	3,055,000	597
2	Division of Agusan del Sur	7,277,000	1,423
3	Division of Dinagat Island	1,536,000	300
4	Division of Siargao	1,683,000	329
5	Division of Surigao del Norte	2,522,000	493
6	Division of Surigao del Sur	5,771,000	1,128
7	Division of Bayugan City	1,093,000	214
8	Division of Bislig City	957,000	187
9	Division of Butuan City	2,742,000	536
10	Division of Cabadbaran City	632,000	124
11	Division of Surigao City	1,287,000	252
12	Division of Tandag City	540,000	106
	<u>GRAND TOTAL</u>	<u>777,533,000.00</u>	<u>152,011.00</u>



Republic of the Philippines
Department of Education

06 AUG 2021

DepEd O R D E R
No. **030**, s. 2021

**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION
AND UTILIZATION OF THE HUMAN RESOURCE DEVELOPMENT FUND
FOR TEACHERS AND SCHOOL LEADERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders**.
2. These Guidelines aim to promote and support the professional development of DepEd public school teachers and school leaders.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. For more information, please contact the **National Educators Academy of the Philippines (NEAP)**, Second Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at neap.od@deped.gov.ph or at telefax number (02) 8638-8638.
5. This DepEd Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order is directed.



To authenticate this document,
please scan the QR code



DEPED-OSEC-446189


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

DepEd Order No. 021, s. 2018

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

ALLOCATION
EXPENSES
FUNDS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS

MCR/SMMA/APA/MPC, DO Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund...
0174 - June 23, 2021/07-28-21 (Revised Version)



**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION
AND UTILIZATION OF THE HUMAN RESOURCE DEVELOPMENT FUND
FOR TEACHERS AND SCHOOL LEADERS**

I. Rationale

1. Ensuring teacher quality is indispensable in the delivery of quality, accessible, relevant and liberating education. Pursuant to its goal of providing every Filipino with access to quality basic education, the Department of Education (DepEd) is mandated to undertake programs, activities, and projects (PAPs) aimed towards continuing professional development of its personnel especially at the schools and learning centers.
2. For this purpose, Human Resource Development Funds have been allocated to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders at various governance levels. It has three (3) components: (1) the Central Office-Managed Funds; (2) the Program Support Fund (PSF); and, (3) the In-Service Training (INSET) Fund. The implementation of programs associated with these funds is lodged in various offices at the Central (CO), Regional (ROs), and Schools Division Offices (SDOs).
3. Previously, all PAPs geared towards the continuing professional development of regular or permanent teaching and non-teaching personnel in public schools and learning centers including teaching personnel who perform managerial, administrative and supervisory roles at the schools division, regional, and central offices are funded under the HRD Funds provided in the General Appropriations Act (GAA). Its allocation and utilization are governed by DepEd Order No. 021, s. 2018 entitled, *"Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers."* However, a separate fund under the FY 2021 GAA for the professional development solely for non-teaching personnel has been included, called Organizational and Professional Development for Non-Teaching Personnel (OPDNTP). Hence, this Guidelines establishes the coverage that delimits the HRD Funds to public school teachers and school leaders.

II. Scope

4. This Guidelines shall apply to all PAPs funded under the Human Resource Development Fund for Personnel in Schools and Learning Centers as provided in the General Appropriations Act (HRD Fund), that are geared towards the continuing professional development of public school teachers and school leaders.

5. The HRD Fund has three components: (1) the Central Office-Managed HRD Funds which is intended to support the operations and programs of NEAP as well as the professional development (PD) programs provided by bureaus and service units in the Central Office; (2) the PSF which is downloaded by NEAP to the ROs and SDOs; and, the INSET Funds that are directly released by the Department of Budget and Management (DBM) to the SDOs.
6. The Guidelines provides the CO, ROs and SDOs with clear and systematic processes on the allocation, planning and availment, and utilization of the HRD Fund.

III. Definition of Terms

7. For the purpose of this Guidelines, the following terms are defined as follows:
 - a. **Activity** is a work process that contributes to the fulfillment of a program, sub-program or project (DBM National Budget Circular No. 559, dated 26 June 2015). Activities are output-driven undertakings with specific calendar schedule and resource assignment. The objectives of an activity typically have corresponding tangible and quantifiable outputs. An activity must be anchored on a program / project and consistent with DepEd's vision and mission. Activities are significantly limited in scope and shorter in lifespan than either programs or projects. Activities may be initiated by the CO, ROs, SDOs, schools or by external partners. Activities are generally evaluated against the expected / identified outputs and immediately after they have ended.
 - b. **Authorization** is the formal NEAP evaluation of non-DepEd entities applying to become a provider of recognized professional development programs and courses for teachers and school leaders (DO No. 001, s. 2020).
 - c. **Authorized Learning Service Providers (LSP)** are non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and school leaders within DepEd (DO No. 001, s. 2020).
 - d. **Continuing Professional Development (CPD)** refers to the inculcation of advanced knowledge, skills, and ethical values in a post-licensure specialization or in an inter- or multidisciplinary field of study, for assimilation into professional practice, self-directed and research and/or lifelong learning (Republic Act No. 10912). The management of retention and renewal of the Professional Regulation Commission (PRC) ID is dependent on the units earned by the public school teachers and school leaders through the different professional development programs and courses.

- e. **DepEd Service Providers (DSP)** refer to any DepEd Central Office bureaus, services or units, DepEd Regional Offices or DepEd Schools Division Offices that provide professional development programs and courses to teachers and school leaders in accordance with DepEd Order 001, s. 2020.
- f. **Human Resource Development** is a range of activities that cover continuing professional development, organization and career development aimed at improving individual and organizational productivity. It is a long-term process that includes regular opportunities and experiences planned systematically to promote growth and development in the profession (DO No. 21, s. 2018).
- g. **Learning Action Cell (LAC)** is a group of teachers and learning center teaching personnel who are engaged in collaborative learning sessions to solve shared challenges encountered in the school. LACs are school-based communities of practice that are positive, caring and safe spaces (DO No. 35, s. 2016).
- h. **Learning Center** is a physical space to house learning resources and facilities of a learning program for out-of-school youth and adults. It is a venue for face-to-face learning activities and other learning opportunities for community development and improvement of the people's quality of life (Republic Act No. 9155).
- i. **NEAP-Recognized Professional Development Programs and Courses** are programs and courses offered by DSPs and LSPs that have undergone the quality assurance and recognition process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism under DepEd Order No. 001, s. 2020.
- j. **Permanent Position** is an appointment status issued to a person who meets all the minimum qualification requirements of the position to which he/she is being appointed, including the appropriate eligibility prescribed in accordance with the provision of law, rules and standards, promulgated in pursuance thereof. This includes all levels of position (*as amended by Civil Service Memorandum Circular No. 15, s. 1999*).
- k. **Personnel** are employees of the Department who are occupying permanent positions and are included in the plantilla positions of the Department.
- l. **Personnel in Schools and Learning Centers** refer to teachers and school leaders as defined in these guidelines.

- m. **Portfolio Managers** are the officials that provide direction and strategies in the management, allocation and utilization of the HRD Funds. The Undersecretary in-charge of NEAP is the HRD Fund Portfolio Manager for DepEd, while the Regional Directors and the Schools Division Superintendents shall serve as the Portfolio Managers in their respective field offices.
- n. **Professional Development (PD) Credit Units** are the credit units earned by teachers and school leaders after successfully completing a NEAP-recognized professional development program or course (DO No. 20, s. 2020).
- o. **Professional Standards** are the professional practice articulated in the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS).
- p. **Programs** are integrated group of activities that contribute to an agency's continuing objective such as General Administration and Support, Support to Operations, and Operations (DBM National Budget Circular No. 559, dated 26 June 2015). Programs are strategic interventions anchored on DepEd mandate, goals and national policies such that implementation of programs constitutes or supports the Department's core business.
- q. **Projects** are agency undertakings within a definite time frame and which are designed to produce pre-determined goods or services (DBM National Budget Circular No. 559, dated 26 June 2015). Projects are interventions relatively narrower in scope compared to programs. Projects yield more immediate results for specific target groups. Projects may be components of or anchored on programs or are independent of any program. Projects may be designed or implemented in support of a program, address learners' and other needs not covered by a program or to experiment, try out or pilot an innovation or solution. Projects have specific time frames (short- or medium-term), follow defined schedules or work plans and are implemented through activities.
- r. **Recognition** is a quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism (DO No. 001, s. 2020).
- s. **School Leaders** are Head Teachers, Department Heads, Principals and Assistant Principals, Schools District Supervisors, Education Program Supervisors, Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools

Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance (DO No. 001, s. 2020).

- t. **Teachers** are regular or permanent personnel in schools and learning centers who are “engaged in the classroom teaching of any subject, including practical / vocational arts, at the elementary and secondary levels of instruction” (Republic Act No. 7784).

IV. Statement of Policy

- 8. The Department of Education supports the professional development of its personnel especially those at the schools and learning centers. Hence, professional development activities shall be adequately supported through the allocation of funds for personal growth and professional development of public school teachers and school leaders.
- 9. This Guidelines aims to:
 - a. Promote accountability for the judicious use of the HRD Funds for the attainment of DepEd goals;
 - b. Ensure transparency and efficiency in the allocation, planning and availment, and utilization of the HRD Fund across DepEd units and field offices; and,
 - c. Provide a mechanism for monitoring and evaluation of fund utilization at various levels.
- 10. This Guidelines is expected to bring out the following outcomes:
 - a. Improved competency of public school teachers and school leaders;
 - b. Improved utilization of the HRD Fund; and,
 - c. Increase in percentage of schools conducting Learning Action Cell (LAC) sessions.

V. Composition of the HRD Funds

- 11. The HRD Funds is composed of the Central Office-Managed Funds, the Program Support Funds (PSF) and the In-Service Training (INSET) Funds:
 - a. Central Office-Managed Funds

- i. NEAP shall undertake the preparation of the allocation of the CO-Managed HRD Funds to be approved by the HRD Fund Portfolio Manager.
- ii. For FY 2021, the CO-Managed Fund allocation is provided in **Annex 1**.
- iii. For the succeeding fiscal years, a memorandum shall be issued by NEAP not later than the first week of March indicating the CO-Managed Fund allocation for the current year.

b. Program Support Funds (PSF)

- i. Program Support Funds (PSF) to the Regional (ROs) and Schools Division Offices (SDOs) shall be downloaded by NEAP to support the development and implementation of professional development programs and courses for public school teachers and school leaders.
- ii. For FY 2021, the PSF allocation for ROs is provided in **Annex 2**, while the PSF allocation for SDOs is provided in **Annex 3**.
- iii. For the succeeding fiscal years, a memorandum shall be issued by NEAP not later than the first week of March, indicating the PSF allocation of each RO and SDO for the current fiscal year.

c. In-Service Training (INSET) Funds

- i. The In-Service Training (INSET) Fund is intended to support the development and conduct of professional development programs for public school teachers and school leaders at the SDO level.
- ii. INSET Funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses (MOOE) of public elementary schools.

VI. Eligible Activities and Allowable Expenses

- 12. The HRD Fund shall be used for INSET, PSF and CO-Managed activities related to the following:

- a. Professional development of teachers and school leaders, whether developed and implemented by DepEd (CO, RO, or SDO) or by Authorized Learning Service Providers (LSPs);
- b. Trainers' training in cases of CO-, RO- and SDO-managed programs geared towards providing professional development to teachers and school leaders;
- c. Provision of technical assistance to SDOs and schools on the conduct of LAC sessions;
- d. Development, enhancement and implementation of learning and development systems and programs related to the professional development of teachers and school leaders;
- e. Training program design development and training delivery modality development;
- f. Development, production and reproduction of LAC training materials, session guides, and video-lectures that have undergone quality assurance;
- g. Management of the HRD Funds at the Central Office including program planning and monitoring and evaluation; and,
- h. Hiring of Highly Technical Consultants and Contract of Service (COS) personnel of NEAP-CO to support the development and implementation of professional development programs and courses for teachers and school leaders.

13. The allowable expenses are the following:

- a. Board and lodging of participants, resource persons, and the management team, the use of function room/s, provision of audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
- b. Payment of reasonably-assessed registration or enrolment fees to LSPs on behalf of public school teacher and school leader beneficiaries for their participation in NEAP-Recognized Professional Development Programs and Courses;
- c. Payment of procured services of LSPs;
- d. Transportation cost and per diem of the participants, resource persons and management team;

- e. Communications expense for professional development activities utilizing the online mode of delivery either through reimbursement of Fifty Pesos and 00/100 (PhP 50.00) per online training day or through availment of the centrally-procured communications package;
 - f. 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;
 - g. Professional fees or honoraria of non-DepEd resource persons subject to DBM Budget Circular No. 2007-1 and DBM National Budget Circular No. 2007-510;
 - h. Contingency expenses relative to conduct of the aforementioned activities that are not indicated in the budget estimate but are necessary in the conduct of the activity (Reimbursement of all contingency expenses must be supported by a strong justification of its necessity to the conduct of the activity approved by the Head of Office and official receipts); and,
 - i. Other expenses in support of the aforementioned activities are deemed eligible expenses provided these are classified under MOOE.
14. All expenses shall be subject to pertinent accounting and auditing rules and regulations.

VII. Implementing Officials and Offices

15. The following DepEd Officials and Offices shall have the primary responsibility in implementing the provisions of these Guidelines:
- a. In the Central Office (CO), for the management of the entirety of the HRD Fund and the portion of the CO-Managed Fund:
 - i. HRD Fund Portfolio Manager – The Undersecretary in charge of NEAP
 - ii. HRD Fund Implementing Unit – The National Educators Academy of the Philippines (NEAP)
 - iii. Program Owners – All other bureaus and service units in the DepEd Central Office
 - b. In the DepEd Regional Offices (ROs), for the management of the PSF:
 - i. Portfolio Managers – Regional Directors

- ii. HRD Fund Implementing Units – NEAP in the Regions (NEAP-Rs)
 - iii. Program Owners – All functional divisions and units in the DepEd Regional Offices
 - c. In the Schools Division Offices (SDOs), for the management of the INSET Funds and PSF:
 - i. Portfolio Managers – Schools Division Superintendents
 - ii. HRD Fund Implementing Units – Human Resource Development Service (HRDS)
 - iii. Program Owners – All functional divisions and units in the DepEd Schools Division Offices

VIII. Procedure

16. To ensure the attainment of the objectives of this Guidelines, the following procedures shall be adopted:
 - a. Preparation of the Strategic HRD Plan
 - i. NEAP shall be in charge of preparing the Strategic HRD Plan (**Annex 4**) in coordination with the HRD Fund Implementing Units in the ROs and SDOs.
 - ii. The Strategic HRD Plan contains the programs, activities and projects that are intended to be conducted for the following fiscal year, taking into account the provisions stated in Item VI of this issuance on eligible activities and allowable expenses. It should likewise take into consideration the national and regional strategic direction and PD priorities as well as the strategic direction of the division and its particular context.
 - iii. NEAP-R shall be in charge of preparing the Regional Strategic HRD Plan (**Annex 5**), while the HRDS shall be in charge of preparing the Division Strategic HRD Plan (**Annex 6**).
 - iv. The Strategic HRD Plan shall be submitted every third quarter shall be the basis for the allocation of funds for the following fiscal year.
 - v. To the extent possible, the NEAP-CO shall provide guidance and technical assistance to the ROs and SDOs in ensuring that

the Strategic HRD Plans are synchronized with the Central Office Plans.

b. Allocation of the HRD Funds

- i. NEAP, as the implementing office of the HRD Funds, prepares the fund allocation of the HRD Funds for the current year based on the approved GAA.
- ii. The HRD Fund Portfolio Manager approves the allocation list prepared by NEAP.
- iii. NEAP disseminates the allocation list to the ROs and SDOs through the HRD Fund Implementing Offices in the ROs and SDOs.

c. Planning and Availment of the Funds

- i. Central Office (CO) – There are three (3) types of professional development programs at the CO level: (1) NEAP in-house PD programs and courses; (2) Subsidized NEAP-recognized professional development programs and courses; and, (3) PD programs and courses developed and implemented by the CO bureaus and service units.

The following steps shall be undertaken:

1. NEAP in-house PD programs and courses

- a. The program manager prepares the Program Implementation Plan (PIP) (**Annex 7**) for inclusion in the Work and Financial Plan (WFP).
- b. Upon approval of the WFP, the program manager submits the application for the Recognition of the program to the Quality Assurance Division of NEAP (NEAP-QAD).
- c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program to the Office of the Director of NEAP (NEAP-OD) including

a copy of the issued Recognition Certificate.

- d. NEAP-OD issues the Certificate of Availability of Budget and submits the AR/ATC to the Planning Service for proper routing and approval of the AR/ATC.

2. Subsidized NEAP-recognized PD programs and courses

A separate guidelines on the subsidy of NEAP-recognized PD programs and courses shall be issued.

3. PD programs and courses developed and implemented by the CO bureaus and service units

- a. The program owner (CO bureau or service unit) submits the PIP to NEAP.
- b. NEAP conducts an initial evaluation of the submitted PIP and checks the details of the proposal such as the design of the program, mode of delivery, the targeted participants, the allocation given for each expenditure item, the computation of the budget, etc. If NEAP deems the proposal to be in order, the budget amounting to the proposal shall be earmarked.
- c. The program owner submits the application for the Recognition of the program.
- d. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program to NEAP including a copy of the issued Recognition Certificate.
- e. NEAP issues the Certificate of Availability of Budget and submits the AR/ATC to the Planning Service for

proper routing and approval of the AR/ATC.

- ii. Regional Offices (ROs) - There are two (2) types of professional development programs at the RO level: (1) PD programs and courses developed and implemented by the RO functional units; and, (2) PD programs and courses developed and implemented by the RO functional units in partnership with LSPs.

The following steps shall be undertaken:

1. PD programs and courses developed and implemented by the RO functional units
 - a. The program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
 - b. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
2. PD programs and courses developed and implemented by the RO functional units in partnership with LSPs

Engagement of any third party technical partner in designing, development, and implementation of any program shall be in accordance with applicable laws, rules and regulations for purposes of utilizing the HRD Funds.

- a. The program owner submits the application for the Authorization of the LSP to NEAP-CO.
- b. Upon approval of the application for Authorization, the program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.

- c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
- iii. Schools Division Offices (SDOs) - There are two (2) types of professional development programs at the SDO level: (1) PD programs and courses developed and implemented by the SDO functional units; and, (2) PD programs and courses developed and implemented by the SDO functional units in partnership with LSPs.

The following steps shall be undertaken:

1. PD programs and courses developed and implemented by the SDO functional units
 - a. The program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
 - b. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
2. PD programs and courses developed and implemented by the SDO functional units in partnership with LSPs

Engagement of any third party technical partners in designing, development, and implementation of any program shall be in accordance with applicable laws, rules and regulations for purposes of utilizing the HRD Funds.

- a. The program owner submits the application for the Authorization of the LSP to NEAP-CO.

- b. Upon approval of the application for Authorization, the program owner submits the application for the Recognition of the program following the procedure stated in DepEd Order No. 001, s. 2020.
 - c. Upon approval of the application for Recognition, the program owner then prepares and submits the Activity Request (AR) / Authority to Conduct (ATC) for the program.
- d. Reporting
 - i. All program owners are required to prepare and upload their PAPs Physical Accomplishment Report through PMIS as required in the provisions of DepEd Order 011, s. 2021 (*Guidelines on the Operationalization of PMIS*);
 - ii. Ensure timely submission of plans and monitoring reports; and,
 - iii. Adhere to the terms of their approved AR/ATC, the provisions of these Guidelines and other budget and finance policies in the implementation of their program and in the utilization of their allocation.

IX. Duties and Responsibilities

- 20. The different officials and offices at the Central, Regional and Schools Division Offices shall have the following general duties and responsibilities:
 - a. Central Office (CO)
 - i. The Undersecretary in charge of NEAP as the HRD Fund Portfolio Manager
 - 1. Provides guidance and leadership in planning, allocation, utilization and monitoring and evaluation of the funds as well as in the implementation of the guidelines;
 - 2. Ensures the timely and proper preparation of budget, planning and finance documents such as

the Strategic HRD Plan and the HRD Fund WFP;
and,

3. Provides general direction in the management of the HRD Funds.

ii. National Educators Academy of the Philippines (NEAP) as the HRD Fund Implementing Unit at the CO level

1. Under the guidance of HRD Fund Portfolio Manager, leads and coordinates the planning, allocation, monitoring and evaluating the utilization of the HRD Funds as well as the implementation of these Guidelines;
2. Reports to the HRD Fund Portfolio Manager on the status of the utilization of the funds and the implementation of the policy;
3. Gathers and consolidates all reports pertaining to the planning, allocation and monitoring and evaluation of the utilization of the HRD Fund and the implementation of these Guidelines;
4. Undertakes the Authorization of LSPs and the Recognition of professional development programs and courses;
5. Determines which NEAP-recognized programs and courses shall be subsidized;
6. Evaluates the reasonability of the proposed registration or enrollment fees of all programs and courses submitted for Recognition;
7. Maintains the database of NEAP-PDP and the registry of the professional development records of teachers and school leaders; and,
8. Conducts quarterly PIR.

iii. All bureaus and service units in the DepEd Central Office as program owners

1. Submit PIP for evaluation of NEAP;

2. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
3. Submit all documents relative to the application for Recognition of the PD program;
4. Prepare the AR / ATC;
5. Submit accomplishment reports and update the PMIS; and,
6. Attend the PIR.

b. In the DepEd Regional Offices (ROs), for the management of the PSF:

i. Portfolio Managers – Regional Directors

1. Ensure the equitable allocation and judicious utilization of HRD Funds downloaded to the RO for regional programs and interventions;
2. Provide guidance and leadership in planning, allocation, utilization and monitoring of the funds consistent with these Guidelines;
3. Spearhead the development of the Regional Strategic HRD Plan; and,
4. Conduct analysis of program plans of the ROs and SDOs and provides feedback.

ii. HRD Fund Implementing Units – NEAP in the Regions (NEAP-Rs)

1. Ensure submission of required documents such as the Regional Strategic HRD Plan and monitoring and evaluation reports to NEAP;
2. Consolidate the Division Strategic HRD Plan submitted by the SDOs;

3. Coordinate with NEAP and SDOs on matters relating to professional development programs and interventions funded under the HRD Fund;
 4. Download PSF allocated by NEAP to the SDOs; and,
 5. Conduct quarterly PIR.
- iii. Program Owners – All functional divisions and units in the DepEd Regional Offices
1. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
 2. Submit all documents relative to the application for Authorization of the LSP;
 3. Submit all documents relative to the application for Recognition of the PD program;
 4. Prepare the AR / ATC;
 5. Submit accomplishment reports and update the PMIS; and,
 6. Attend the PIR.
- c. In the Schools Division Offices (SDOs), for the management of the INSET Funds and PSF:
- i. Portfolio Managers – Schools Division Superintendents
1. Ensure the equitable allocation and judicious utilization of HRD Funds downloaded to the SDO for regional programs and interventions;
 2. Provide guidance and leadership in planning, allocation, utilization and monitoring of the funds consistent with these Guidelines;
 3. Spearhead the development of the Division Strategic HRD Plan; and,

4. Conduct analysis of program plans of the SDOs and provides feedback.
- ii. HRD Fund Implementing Units - Human Resource Development Service (HRDS)
 1. Ensure submission of required documents such as the Division Strategic HRD Plan and monitoring and evaluation reports to NEAP;
 2. Coordinate with NEAP and ROs on matters relating to professional development programs and interventions funded under the HRD Fund; and,
 3. Conduct quarterly PIR.
 - iii. Program Owners - All functional divisions and units in the DepEd Schools Division Offices
 1. Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);
 2. Submit all documents relative to the application for Authorization of the LSP;
 3. Submit all documents relative to the application for Recognition of the PD program;
 4. Prepare the AR / ATC;
 5. Submit accomplishment reports and update the PMIS; and,
 6. Attend the PIR.

X. Monitoring and Evaluation

17. To ensure effective and efficient implementation of the professional development programs and the judicious use of the HRD Funds, a Program Implementation Review (PIR) shall be conducted by NEAP quarterly. This shall serve as the avenue for the ROs and SDOs to report their progress on the implementation of their programs and the status of the utilization of their funds.

18. NEAP shall conduct activities to monitor the HRD Fund utilization. These activities include but are not limited to:
 - a. HRD Fund-Wide Quarterly Program Implementation Review (PIR) in accordance with DepEd- Wide Quarterly PIR;
 - b. Monitoring of Office Level PIR;
 - c. Monitoring and updating of Program Management Information System (PMIS); and,
 - d. Mid-Year and Year-End Conference with the Regional Offices.
19. All HRD Fund Implementing Units are required to conduct their own regular monitoring of the implementation of the programs which shall be reported during the quarterly PIR with NEAP-CO. The results of PIR shall be the basis of the adjustments in plans and budgets for the implementation of year and for longer-term planning and budgeting.

XI. References

21. The following issuances were used as reference by these Guidelines:
 - a. DBM Budget Circular No. 2007-1, *"Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators"*
 - b. DBM National Budget Circular No. 2007-510, *"Reiterating the Existing Laws, Rules and Regulations and Other Issuance Relative to the Judicious and Prudent Use of Government Funds in Line with the Issuance of Administrative Order (AO) No. 6, s. 2017"*
 - c. DepEd Memo No. 82, s. 2020, *"Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses"*
 - d. DepEd Memorandum 50, s. 2020, *"DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023"*
 - e. DepEd Order No. 25, s. 2020, *"National Adoption and Implementation of the Philippine Professional Standards for School Heads"*

- f. DepEd Order No. 24 s. 2020, *"National Adoption and Implementation of the Philippine Professional Standards for Supervisors"*
- g. DepEd Order No. 20, s. 2020, *"Adoption and Implementation of NEAP Professional Development Credit Unit Banking Mechanism for Participation of Teachers and School Leaders in NEAP-Recognized Professional Development Programs and Courses"*
- h. DepEd Order No. 1, s. 2020, *"Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders"*
- i. DepEd Order No. 21, s. 2018, *"Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers"*
- j. DepEd Order No. 17, s. 2017, *"National Adoption and Implementation of the Philippine Professional Standards for Teachers"*
- k. DepEd Order No. 28, s. 2017, *"Guidelines on the Allocation and Utilization of the Human Resource Training and Development Funds"*
- l. DepEd Order No. 35, s. 2016, *"The Learning Action Cell as K to 12 Basic Education Program School Based Continuing Professional Development Strategy for the Improving of Teaching and Learning"*
- m. Republic Act No. 10912, *"Continuing Professional Development Act of 2016"*
- n. Republic Act No. 9155, *"Governance of Basic Education Act of 2001"*
- o. Civil Service Commission Memorandum Circular No. 15, s. 1999, *"Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998"*
- p. Civil Service Commission Memorandum Circular No. 40, s. 1998, *"Revised Omnibus Rules on Appointments and Other Personnel Actions"*
- q. Republic Act No. 7784, *"An Act to Strengthen Teacher Education in the Philippines by Establishing Centers of Excellence, Creating a Teacher Education Council for the Purpose, Appropriating Funds Therefor, and for Other Purposes"*

XII. Effectivity

- 22. All existing DepEd Orders and Memoranda inconsistent with these Guidelines are rescinded.
- 23. This DepEd Order shall take effect immediately upon its issuance. Certified true copies of this DO shall be filed with the Office of the National Administrative

Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

24. These Guidelines shall be in force and effect starting FY 2021.

XIII. Annexes

- Annex 1 - FY 2021 HRD Fund Allocation
- Annex 2 - FY 2021 PSF Allocation for Regional Offices
- Annex 3 - FY 2021 PSF Allocation for Schools Division Offices
- Annex 4 - Strategic HRD Plan
- Annex 5 - Regional Strategic HRD Plan
- Annex 6 - Division Strategic HRD Plan
- Annex 7 - Program Implementation Plan (PIP)



To authenticate this document,
please scan the QR code



DEPED-OSEC-446189

Annex 1

FY 2021 HRD FUND Allocation List

Program	Allocation (Blended)	Remarks
A. PROGRAM TRANSFORMATION		
Support to various NEAP PD programs (Design and Development, Implementation) - TIP, School and Instructional Leadership Programs for SHs and Supervisors, Coaching-Mentoring/LAC Facilitators' Training, etc.	109,002,200.00	NEAP-Led Programs
Support to NEAP Program Transformation support processes (PD Planning, Recognition, Authorization, M and E, Policy, Research, Communications, Partnerships, PDIS, Others)	34,666,480.00	NEAP-Led Programs
Support to PD programs of Field Units (Region and Division)	276,750,000.00	To Be Downloaded; subject to guidelines
Support to Participation in NEAP-Recognized Programs/Courses (Registration fees and communications)	510,576,460.00	NEAP-Led Programs
Support to CO B/S/O Initiated Programs/Courses Recognized by NEAP	200,000,000.00	Other DepEd CO B/S/O
B. ORGANIZATIONAL TRANSFORMATION		
Personnel and Office Process Enhancement	18,304,600.00	NEAP-Led Programs
NEAP Operations	8,760,260.00	NEAP Overhead
TOTAL MOOE	1,158,060,000.00	



To authenticate this document
please scan the QR code



DEPED-OSEC-446189

Annex 2

FY 2021 Program Support Fund ALLOCATION LIST

Regional Offices

Region	Classification (as of 27 January 2020)	Allocation
1	Medium	4,000,000.00
2	Small	3,000,000.00
3	Large	5,000,000.00
4A	Large	5,000,000.00
4B	Small	3,000,000.00
5	Medium	4,000,000.00
6	Large	5,000,000.00
7	Large	5,000,000.00
8	Medium	4,000,000.00
9	Small	3,000,000.00
10	Medium	4,000,000.00
11	Medium	4,000,000.00
12	Small	3,000,000.00
13	Medium	4,000,000.00
CAR	Small	3,000,000.00
NCR	Large	5,000,000.00
	TOTAL	64,000,000.00



To authenticate this document
please scan the QR code



DEPED-OSEC- 446189

**FY 2021 Program Support Fund
ALLOCATION LIST**

Schools Division Offices

Region	Classification (as of 27 January 2020)	Allocation
1		
Alaminos City	S	750,000.00
Batac City	S	750,000.00
Candon City	S	750,000.00
Dagupan City	M	1,000,000.00
Ilocos Norte	M	1,000,000.00
Ilocos Sur	M	1,000,000.00
La Union	M	1,000,000.00
Laoag City	S	750,000.00
Pangasinan I, Lingayen	L	1,250,000.00
Pangasinan II, Binalonan	L	1,250,000.00
San Carlos City	M	1,000,000.00
San Fernando City	S	750,000.00
Urdaneta City	M	1,000,000.00
Vigan City	S	750,000.00
	Subtotal	13,000,000.00
2		
Batanes	S	750,000.00
Cagayan	L	1,250,000.00
Cauayan City	S	750,000.00
City of Ilagan	M	1,000,000.00
Isabela	L	1,250,000.00
Nueva Vizcaya	M	1,000,000.00
Quirino	M	1,000,000.00
Santiago City	S	750,000.00
Tuguegarao City	M	1,000,000.00
	Subtotal	8,750,000.00
3		
Angeles City	M	1,000,000.00
Aurora	M	1,000,000.00
Balanga City	S	750,000.00
Bataan	M	1,000,000.00
Bulacan	L	1,250,000.00
Cabanatuan City	M	1,000,000.00
Gapan City	S	750,000.00
Mabalacat City	M	1,000,000.00
Malolos City	M	1,000,000.00
Meycauayan City	S	750,000.00
Munoz Science City	S	750,000.00

Nueva Ecija	L	1,250,000.00
Olongapo City	M	1,000,000.00
Pampanga	L	1,250,000.00
San Fernando City	M	1,000,000.00
San Jose City	S	750,000.00
San Jose del Monte City	M	1,000,000.00
Tarlac	L	1,250,000.00
Tarlac City	M	1,000,000.00
Zambales	M	1,000,000.00
	Subtotal	19,750,000.00
4A		
Antipolo City	M	1,000,000.00
Bacoor City	M	1,000,000.00
Batangas	L	1,250,000.00
Batangas City	M	1,000,000.00
Binan City	M	1,000,000.00
Cabuyao City	M	1,000,000.00
Calamba City	M	1,000,000.00
Cavite	L	1,250,000.00
Cavite City	S	750,000.00
Dasmarinas City	M	1,000,000.00
General Trias	M	1,000,000.00
Imus City	M	1,000,000.00
Laguna	L	1,250,000.00
Lipa City	M	1,000,000.00
Lucena City	M	1,000,000.00
Quezon	VL	1,500,000.00
Rizal	L	1,250,000.00
San Pablo City	M	1,000,000.00
Sta. Rosa City	M	1,000,000.00
Tanauan City	M	1,000,000.00
Tayabas City	S	750,000.00
	Subtotal	22,000,000.00
4B		
Calapan City	M	1,000,000.00
Marinduque	M	1,000,000.00
Occidental Mindoro	M	1,000,000.00
Oriental Mindoro	M	1,000,000.00
Palawan	L	1,250,000.00
Puerto Princesa City	M	1,000,000.00
Romblon	M	1,000,000.00
	Subtotal	7,250,000.00
5		
Albay	L	1,250,000.00
Camarines Norte	M	1,000,000.00
Camarines Sur	VL	1,500,000.00
Catanduanes	M	1,000,000.00

Iriga City	S	750,000.00
Legaspi City	M	1,000,000.00
Ligao City	M	1,000,000.00
Masbate	L	1,250,000.00
Masbate City	M	1,000,000.00
Naga City	M	1,000,000.00
Sorsogon	M	1,000,000.00
Sorsogon City	M	1,000,000.00
Tabaco City	M	1,000,000.00
	Subtotal	13,750,000.00
6		
Aklan	M	1,000,000.00
Antique	M	1,000,000.00
Bacolod City	M	1,000,000.00
Bago City	M	1,000,000.00
Cadiz City	M	1,000,000.00
Capiz	M	1,000,000.00
Escalante City	S	750,000.00
Guimaras	M	1,000,000.00
Himamaylan City	M	1,000,000.00
Iloilo	VL	1,500,000.00
Iloilo City	M	1,000,000.00
Kabankalan City	M	1,000,000.00
La Carlota City	S	750,000.00
Negros Occidental	L	1,250,000.00
Passi City	S	750,000.00
Roxas City	M	1,000,000.00
Sagay City	M	1,000,000.00
San Carlos City	M	1,000,000.00
Silay City	M	1,000,000.00
Sipalay City	M	1,000,000.00
	Subtotal	20,000,000.00
7		
Bais City	S	750,000.00
Bayawan City	M	1,000,000.00
Bogo City	S	750,000.00
Bohol	L	1,250,000.00
Carcar City	M	1,000,000.00
Cebu	VL	1,500,000.00
Cebu City	M	1,000,000.00
City of Naga, Cebu	S	750,000.00
Danao City	M	1,000,000.00
Dumaguete City	S	750,000.00
Guihulngan City	S	750,000.00
Lapu-Lapu City	M	1,000,000.00
Mandaue City	M	1,000,000.00
Negros Oriental	L	1,250,000.00
Siquijor	M	1,000,000.00

Tagbilaran City	S	750,000.00
Talisay City	M	1,000,000.00
Tanjay City	S	750,000.00
Toledo City	M	1,000,000.00
	Subtotal	18,250,000.00
8		
Baybay City	M	1,000,000.00
Biliran	M	1,000,000.00
Borongan City	S	750,000.00
Calbayog City	M	1,000,000.00
Catbalogan City	M	1,000,000.00
Eastern Samar	M	1,000,000.00
Leyte	L	1,250,000.00
Maasin City	S	750,000.00
Northern Samar	M	1,000,000.00
Ormoc City	M	1,000,000.00
Samar (Western Samar)	M	1,000,000.00
Southern Leyte	M	1,000,000.00
Tacloban City	M	1,000,000.00
	Subtotal	12,750,000.00
9		
Dapitan City	S	750,000.00
Dipolog City	M	1,000,000.00
Isabela City	M	1,000,000.00
Pagadian City	M	1,000,000.00
Zamboanga City	M	1,000,000.00
Zamboanga del Norte	L	1,250,000.00
Zamboanga del Sur	L	1,250,000.00
Zamboanga Sibugay	M	1,000,000.00
		8,250,000.00
10		
Bukidnon	L	1,250,000.00
Cagayan de Oro City	M	1,000,000.00
Camiguin	S	750,000.00
El Salvador	S	750,000.00
Gingoog City	M	1,000,000.00
Iligan City	M	1,000,000.00
Lanao del Norte	M	1,000,000.00
Malaybalay City	M	1,000,000.00
Misamis Occidental	M	1,000,000.00
Misamis Oriental	M	1,000,000.00
Oroquieta City	S	750,000.00
Ozamis City	M	1,000,000.00
Tangub City	S	750,000.00
Valencia City	M	1,000,000.00
	Subtotal	13,250,000.00

11		
Compostela Valley	M	1,000,000.00
Davao City	L	1,250,000.00
Davao del Norte	M	1,000,000.00
Davao del Sur	M	1,000,000.00
Davao Occidental	M	1,000,000.00
Davao Oriental	M	1,000,000.00
Digos City	M	1,000,000.00
Island Garden City of Samal	S	750,000.00
Mati City	M	1,000,000.00
Panabo City	M	1,000,000.00
Tagum City	M	1,000,000.00
	Subtotal	11,000,000.00
12		
General Santos City	M	1,000,000.00
Kidapawan City	M	1,000,000.00
Koronadal City	M	1,000,000.00
North Cotabato	L	1,250,000.00
Sarangani	M	1,000,000.00
South Cotabato	M	1,000,000.00
Sultan Kudarat	M	1,000,000.00
Tacurong City	S	750,000.00
	Subtotal	8,000,000.00
13		
Agusan del Norte	M	1,000,000.00
Agusan del Sur	M	1,000,000.00
Bayugan City	S	750,000.00
Bislig City	M	1,000,000.00
Butuan City	M	1,000,000.00
Cabadbaran City	S	750,000.00
Dinagat Island	M	1,000,000.00
Siargao	M	1,000,000.00
Surigao City	M	1,000,000.00
Surigao del Norte	M	1,000,000.00
Surigao del Sur	M	1,000,000.00
Tandag City	S	750,000.00
	Subtotal	11,250,000.00
CAR		
Abra	M	1,000,000.00
Apayao	M	1,000,000.00
Baguio City	M	1,000,000.00
Benguet	M	1,000,000.00
Ifugao	M	1,000,000.00
Kalinga	M	1,000,000.00
Mt. Province	M	1,000,000.00
Tabuk City	M	1,000,000.00

	Subtotal	8,000,000.00
NCR		
Caloocan City	L	1,250,000.00
City of San Juan	S	750,000.00
Las Piñas City	M	1,000,000.00
Makati City	M	1,000,000.00
Malabon City	M	1,000,000.00
Mandaluyong City	M	1,000,000.00
Manila	L	1,250,000.00
Marikina City	M	1,000,000.00
Muntinlupa City	M	1,000,000.00
Navotas	M	1,000,000.00
Paranaque City	M	1,000,000.00
Pasay City	M	1,000,000.00
Pasig City	M	1,000,000.00
Quezon City	L	1,250,000.00
Taguig	M	1,000,000.00
Valenzuela City	M	1,000,000.00
	Subtotal	16,500,000.00
	TOTAL	211,750,000.00



Republic of the Philippines
Department of Education



To authenticate this document,
please scan the QR code



STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

Name / Signature / Date

Recommending Approval:

Name / Signature / Date

Approved By:

Name / Signature / Date



Republic of the Philippines
Department of Education



To authenticate this document,
please scan the QR code



DEPED-OSEC-446189

REGIONAL OFFICE STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

Recommending Approval:

Approved By:

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date



Republic of the Philippines
Department of Education



To authenticate this document,
please scan the QR code



DEPED-OSEC-446189

SCHOOLS DIVISION OFFICE STRATEGIC HRD PLAN

OBJECTIVE	KEY RESULT AREA	PERFORMANCE INDICATOR	BASELINE	TARGETS		
			2020	2021	2022	2023

Prepared By:

Name / Signature / Date

Recommending Approval:

Name / Signature / Date

Approved By:

Name / Signature / Date



Republic of the Philippines
Department of Education



To authenticate this document,
please scan the QR code



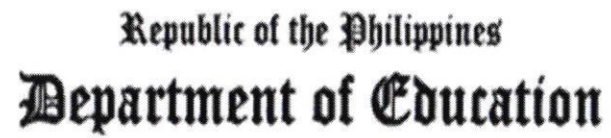
DEPED-OSEC-446189

REGION :

DIVISION :

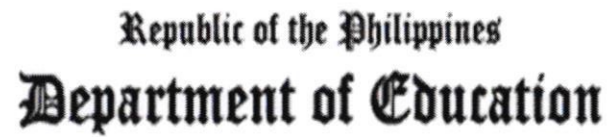
PROGRAM IMPLEMENTATION PLAN

A. PROGRAM PROFILE	
PROGRAM/ ACTIVITY TITLE	
RATIONALE	
PROGRAM OUTCOME	
MAJOR FINAL OUTPUT	



DIVISION :

[illegible]



DIVISION :

[illegible]



Republic of the Philippines
Department of Education

REGION :

DIVISION :

D. PROGRAM MANAGEMENT		
ROLE	TASK	NAME OF PERSONNEL

Prepared By:

Recommending Approval:

Approved By:

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date



Republic of the Philippines
Department of Education

23 JAN 2020

DepEd ORDER
No. **001**, s. 2020

**GUIDELINES FOR NEAP RECOGNITION OF PROFESSIONAL DEVELOPMENT
PROGRAMS AND COURSES FOR TEACHERS AND SCHOOL LEADERS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is committed to the professional growth and lifelong learning of its teachers and school leaders as a key foundation to the upgrading of the quality of basic education. Hence, appropriate professional development programs or courses that address their development needs using various platforms and modalities that include formal training and workplace learning, shall be made available at all levels.
2. The quality of professional development programs and courses shall be assured through a Recognition System that requires alignment to professional standards for teachers and school leaders, responsiveness to identified professional development priorities, promotion of dynamism, innovation and application at the classroom level, and transparency and consistency.
3. In light of the above, DepEd issues the enclosed **Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders** to ensure that all programs and courses, whether internally or externally provided, are aligned, integrated, and consistent the wider NEAP Professional Development Framework.
4. This Guidelines shall take effect immediately upon issuance. By then, only recognized programs and courses shall be implemented in DepEd as officially part of the DepEd professional development program.
5. Immediate dissemination of and strict compliance to this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 11, s. 2019

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

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
OFFICIALS
PROGRAMS
RECOGNITION
RULES AND REGULATIONS
TEACHERS

GUIDELINES FOR NEAP RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES FOR TEACHERS AND SCHOOL LEADERS

I. BACKGROUND AND RATIONALE

1. The transformation of the National Educators Academy of the Philippines (NEAP), mandated through the issuance of DepEd Order No. 11, s. 2019 (*Implementation of the NEAP Transformation*), requires the provision of standards-based professional development programs and courses for teachers and school leaders to ensure that interventions systematically contribute to the professional growth and advancement of DepEd teachers and school leaders.
2. DepEd Order No. 11 s. 2019 also highlights the ecosystem approach, i.e. involving relevant internal and external stakeholders in the development and implementation of programs and courses whether as expert consultants, resource persons, learning facilitators or Learning Service Providers.
3. The transformation of NEAP is in consonance with the objectives and mandates of Letter of Instructions No. 1487 issued on December 10, 1985 (*Institutionalizing a Revitalized Program of Teacher In-Service Training in the Public Schools*) and Administrative Order No. 282 issued on May 27, 1992 (*Renaming the National Educational Learning Center as the National Educators Academy of the Philippines and for Other Purposes*).
4. Through the NEAP transformation, professional development for teachers and school leaders in DepEd shall be more strategic, integrated and programmatic, within a unified governance system where there will be greater accountability in the programs. This forms one of the key pillars of *Sulong EduKalidad*, DepEd's reform program to address the challenge of quality in basic education.
5. To ensure that all programs and courses, whether internally or externally provided, are aligned and integrated in the wider NEAP professional development program, Recognition process should be put in place.
6. This Guidelines provides the requirements and the processes for the Recognition by NEAP, and consequent inclusion in DepEd's overall professional development program for its teachers and school leaders, of the different professional development programs and courses offered by NEAP itself, other DepEd units, and non-DepEd entities.

II. SCOPE

7. This Guidelines shall cover all in-service professional development programs and courses intended for DepEd teachers and school leaders.
8. DepEd Bureaus/Services/Units, Regions and Schools Divisions shall submit any proposed professional development program and/or course for teachers or school leaders to NEAP for the purpose of obtaining Recognition and consequent inclusion into the NEAP professional development program.
9. All non-DepEd entities seeking to offer a professional development program or course for teachers or school leaders, as part of technical assistance, partnership, or

individual paid enrollment basis, shall first apply for Authorization as Learning Service Providers before they can submit their proposed program or course for NEAP Recognition.

III. DEFINITION OF TERMS

10. For the purposes of this Guidelines, the following terms shall be defined and understood as:

- a. **Authorization** – formal NEAP evaluation of non-DepEd entities applying to become a provider of recognized professional development programs and/or courses for teachers and school leaders.
- b. **Authorized Learning Service Providers** – non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd.
- c. **Philippine Professional Standards for School Heads (PPSSH)** – the official document that articulates what constitutes school head quality. The PPSSH describes the increasing levels of knowledge, practice and professional engagement expected of school heads.
- d. **Philippine Professional Standards for Supervisors (PPSS)** – the official document that articulates what constitutes supervisor quality. The PPSS describes the increasing levels of knowledge, practice and professional engagement expected of supervisors.
- e. **Philippine Professional Standards for Teachers (PPST)** – the official document that articulates what constitutes teacher quality. The PPST describes the increasing levels of knowledge, practice and professional engagement expected of teachers.
- f. **Professional Development Credit** – the units of credit that NEAP assigns to professional development program or course, that is recognized within DepEd processes including for career progression and promotion.
- g. **Professional Standards** – the professional practice articulated in the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS).
- h. **Recognition** – a quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism.
- i. **School Leaders** – Head Teachers, Department Heads, Principals and Assistant Principals, Schools District Supervisors, Education Program Supervisors and Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance.

Directors. These officials perform managerial and supervisory roles in their respective levels of governance.

- j. **Teachers** – regular or permanent personnel in schools and learning centers “engaged in the classroom teaching of any subject, including practical/vocational arts, at the elementary and secondary levels of instruction including persons performing guidance and counseling, instructional supervision in all private or public education institutions, but shall not include school nurses, school physicians, school dentists, school administrators, and other school administrative support employees” (R.A. No. 7784, 1993, Section 2(a)).

IV. POLICY STATEMENT

11. DepEd is committed to the professional growth and lifelong learning of its teachers and school leaders as a key foundation to the upgrading of the quality of basic education. Hence, appropriate professional development programs or courses that address their development needs using various platforms and modalities that include formal training and workplace learning, shall be made available at all levels.

12. The quality of professional development programs and courses shall be assured through a Recognition System that requires alignment to professional standards for teachers and school leaders, responsiveness to identified professional development priorities, promotion of dynamism, innovation and application at the classroom level, and transparency and consistency.

13. Only Recognized programs and courses shall be implemented in DepEd as officially part of the DepEd professional development program.

V. NEAP Professional Development Framework

14. The NEAP Professional Development Framework adheres to a philosophy of standards-based professional learning based on research and best practice. It shall provide a goal-oriented focus and direction to the provision of professional development for teachers and school leaders.

15. The Framework takes a ‘professional learning ecosystem’ approach that values the contributions of all stakeholders. It is designed to:

- a. support teachers and school leaders in their professional learning throughout their career, especially as it relates to strategic directions of DepEd;
- b. ensure that high quality professional development programs are provided to teachers and school leaders;
- c. recognize and value prior learning and existing skills and knowledge;
- d. encourage all teachers and school leaders to take responsibility to improve their professional practice and to continue to learn;



- e. utilize a wide range of modalities including Formal Learning, possibly with Job-Embedded Learning (JEL), Learning Action Cell (LAC), relationship and discussion-based learning;
- f. promote a wide range of delivery platforms including online, face-to-face, and blended learning delivery;
- g. ensure immediate and effective translation of professional development into classroom application and innovations for education quality; and
- h. ensure transparency, consistency, credibility and fairness in the evaluation of Learning Service Providers and professional development programs.

VI. Professional Development Priorities

16. The NEAP, DepEd Central Office Bureaus and Services, and Regional Offices shall agree on periodic three-year professional development priorities, informed by institutional data, document review, competency assessment, research, strategic alignment, emerging trends, and stakeholder inputs. These priorities shall be matched with the corresponding domains, strands and indicators of the PPST, PPSSH and PPSS. Combined, these shall constitute the three-year Professional Development Priorities for the period.

17. The three-year professional development priorities shall be approved by the Secretary.

18. The professional development priorities shall allow flexibility for specific local needs, priorities, and emerging developments in teacher and school leader professional development.

VII. PROCEDURE

A. Authorization of non-DepEd Learning Service Providers

19. All DepEd Central Office Bureaus, Services and Units, Regional Offices, and Schools Division Offices are automatically Authorized as Learning Service Providers and may submit proposed professional development programs and courses for teachers and school leaders to NEAP for evaluation and Recognition.

20. Non-DepEd entities seeking to offer professional development programs and/or courses for teachers or school leaders, as part of technical assistance, partnership, or individual paid enrollment basis, are required to first secure Authorization from NEAP as a Learning Service Provider before they may submit proposals for evaluation and Recognition.

21. The applicants for authorization shall:

- a. familiarize themselves with the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors

shh

(PPSS), as well as the current Professional Development Priorities of DepEd; and

- b. attend a face-to-face or online Orientation Briefing, which shall be provided by, or requested from the NEAP Central Office (NEAP-CO) or the NEAP in the Regions (NEAP-RO).

22. Applicants apply by filling out the online application form which shall provide information to establish their legal personality, understanding of the professional standards for teachers and school leaders, awareness of the current Professional Development Priorities of DepEd, and capacity to implement high-quality and responsive professional development programs or courses.

23. NEAP shall form a NEAP Authorization Evaluation Committee (AEC) to evaluate applications.

24. Applicants shall be informed of the decision by NEAP. Applicants whose applications have been disapproved shall be given feedback on the reasons for disapproval. The decision shall be final and unappealable, without prejudice to resubmission of disapproved applications that have been modified to address deficiencies.

25. The NEAP shall notify the applicant of its decision on the Authorization within 40 working days from receipt of the application.

26. Authorized Learning Service Providers shall be provided with a unique Authorization Number.

27. Authorization of Learning Service Providers is valid for three (3) years.

Table 1: NEAP Authorization Process Overview

Non-DepEd Learning Service Provider Applicants
Applicants must familiarize themselves with the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS), as well as the current Professional Development Priorities of DepEd.
Attend a face-to-face or online Orientation Briefing.
Apply for Authorization online using the Learning Service Provider (LSP) Authorization Application Form.
Submit to NEAP accomplished LSP Authorization Application Form and Organization Profile documentation.
LSP Authorization Application Form and accompanying documentation are reviewed by NEAP for completeness. Incomplete applications are returned to applicants. Complete applications are compiled and forwarded to the NEAP Authorization Evaluation Committee (AEC).

Sh

LSP Authorization Application Form and accompanying documentation are evaluated by the NEAP AEC.
If successful, non-DepEd Learning Service Providers are provided with the NEAP Authorization Number for a duration of three (3) years.
Authorization issued by NEAP

B. Recognition of Programs and Courses

28. All DepEd Central Office Bureaus, Services and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP.

29. Proposals by DepEd Central Office units, Regional Offices and by Authorized Learning Service Providers shall be submitted at the NEAP-CO. Proposals by Schools Division Offices shall be submitted to their respective NEAP-RO.

30. Proposals shall be organized in the following outline which shall contain:

a. Information about the applicant, including Authorization number of non-DepEd applicants

b. Profile of the program or course, to include:

- i. Title of the program or course
- ii. Rationale
- iii. Program or course description
- iv. Professional development priorities
- v. Professional standards covered (PPST, PPSSH or PPSS domain/s, strand/s, indicator/s)
- vi. Target participant profile (Career stage, Grade level, Learning area)
- vii. Number of hours (face-to-face instruction and/or online learning, and classroom application (if applicable))
- viii. List of resource persons/ Learning facilitators supported by CVs
- ix. Modality (Formal Learning, possibly with Job-Embedded Learning (JEL), Learning Action Cell (LAC), relationship and discussion-based learning, others)
- x. Delivery Platform (online, face-to-face and blended delivery)
- xi. Indicative date of implementation
- xii. Professional Regulation Commission (PRC) Program Accreditation No. if applicable

c. Program or course design

- i. Objective/s / Outcome/s
- ii. Detailed program or course matrix
- iii. Modules and learning resources to be used
- iv. Assessment plan



d. Program or course implementation plan

- i. Schedule of activities
- ii. Budget requirements
- iii. Funding source
- iv. Monitoring and evaluation

31. NEAP-CO and NEAP-RO shall form NEAP Recognition Evaluation Committees (RECs) to evaluate the proposals. The REC members shall come from a pool of NEAP personnel that have undergone training and qualification for the evaluation of proposals, and subject matter experts from the field or from non-DepEd partners.

32. A NEAP Recognition Approval Committee (RAC) shall be created at the DepEd Central Office and Regional Offices for the approval of proposals recommended by the REC for Recognition.

33. The NEAP Recognition Approval Committee shall periodically report to the Secretary on the Recognized professional development programs and courses.

34. Proposals shall be evaluated based on the following criteria:

- a. Alignment with the NEAP Professional Development Priorities
- b. Mapping to the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), or the Philippine Professional Standards for Supervisors (PPSS)
- c. Articulation of objectives / outcomes
- d. Alignment of the objectives / Intended Learning Outcomes (ILOs), Content and, if applicable, Assessment with the professional standards for teachers or school leaders
- e. Soundness of methodology
- f. Mechanisms to determine whether the objectives / ILOs have been met
- g. Strength of research base
- h. Use of principles of adult learning
- i. Use of recognized best practice
- j. Intended classroom-level application and innovation
- k. Credentials/expertise of resource person(s) and learning facilitator(s)
- l. Budget and costing

35. Applicants shall be informed of the decision by the Recognition Approval Committee. Applicants whose proposals have been disapproved shall be given feedback on the reasons for disapproval. The decision shall be final and unappealable, without prejudice to resubmission of disapproved proposals that have

been modified to address deficiencies. Only two resubmissions of a proposal shall be entertained.

36. NEAP shall notify applicants of Recognition outcomes within 40 days from the date of receipt of the proposal.

37. All Recognized professional development programs and courses shall be issued a NEAP Recognition Stamp with a unique Recognition Number.

38. All Recognized professional development programs and courses shall have validity co-terminus with the end of the three-year professional development priorities. Within six months from the end of the current three-year Professional Development Priorities, NEAP shall announce a new three-year Professional Development Priorities. NEAP may automatically renew the approval of current professional development programs or courses that remain consistent with and responsive to the new three-year Professional Development Priorities. A call for proposals shall be issued under the new three-year Professional Development Priorities.

Table 2: NEAP Recognition Process Overview

DepEd Central Office Bureaus, Services and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers accomplish an online or paper-based Recognition Application Form indicating how the prospective program or course: - aligns with the NEAP Professional Development Priorities; - maps to the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), or the Philippine Professional Standards for Supervisors (PPSS); - articulates objectives / outcomes; - aligns objectives / Intended Learning Outcomes (ILOs), Content and, if applicable, Assessment with the PPST, PPSSH or PPSS; - ensures soundness of methodology; - includes mechanisms to determine whether the ILOs have been met; - draws upon a strong and credible research base; - implements principles of adult learning; - implements recognized best practice; - includes discussion on intended classroom-level application and innovation - includes credentials/expertise of resource person/s and learning facilitator/s; and - itemizes the breakdown of expenses for the conduct of the program.
Application is made through: - the online Professional Development Information System (PDIS) portal; or - the submission of an accomplished Recognition Application Form and required program documentation to NEAP.
Applications for Recognition are reviewed by the NEAP for completeness. Incomplete applications are returned to applicants. Complete applications are compiled and forwarded to the assigned NEAP Recognition Evaluation Committees (RECs).
Recognition applications are evaluated by the assigned NEAP RECs.

shh

NEAP REC recommends program proposals for approval or disapproval to NEAP Recognition Approval Committee (RAC).
NEAP Recognition Approval Committee deliberates on the recommended proposals for final Recognition.
Successful Recognition Applications are awarded a NEAP Recognition Stamp valid for three (3) years.
Applicants are advised of the outcome.
NEAP Recognized Programs or Courses are listed on the NEAP website.

C. Professional Development Credit

39. The NEAP shall assign appropriate Professional Development Credit to a Recognized professional development program or course.

D. Data Capture of Individual Professional Development

40. Learning Service Providers shall submit to NEAP-CO or NEAP-RO a completion report at the end of every course or program with relevant data of the implemented professional development program or course.

41. A Certificate of Completion shall be awarded to a teacher or school leader who has successfully completed and obtained a passing mark in a full professional development program or course, indicating the corresponding professional development credit for the program or course.

42. A Certificate of Participation shall also be awarded to participants in specific training activities within a full program or course.

43. The Certificate of Completion and Certificate of Participation shall indicate, as applicable, the following:

- a. Title of the Program/Course, Recognition Number
- b. Date and venue of the training activity if face-to-face learning
- c. Number of hours of training
- d. The specific Domains, Strands and/or Indicators covered by the Program/Course
- e. Professional Development Credit Units
- f. PRC Credit Units, if applicable

44. NEAP, in collaboration with the Information and Communication Technology Service (ICTS), shall develop a Professional Development Information System (PDIS) to record pertinent data and information concerning the participation in and completion of professional development programs and courses by teachers and school leaders, subject to the provisions of Republic Act 10173, otherwise known as the *Data Privacy Act*. The data and information shall constitute the in-service professional development record of the teacher or school leader to guide professional development planning, human resource planning, and to constitute a factor in career progression and promotions. At the organizational level, the PDIS shall inform policy and programs/courses on professional development and career progression and promotions.

45. Any of the following shall constitute grounds or causes for Suspension, Cancellation or Non-Renewal of NEAP Program/Course Recognition and/or NEAP Learning Service Provider Authorization:

- a. non-compliance with any of the prescribed requirements;
- b. substantial deviations from the approved program/s or course/s;
- c. charging of unreasonable fees and/or adding any other substantial fees not approved by the NEAP;
- d. misrepresentation, such as but not limited to, submission of false completion reports, issuance of false statement/s including qualification/s as a Learning Service Provider; and
- e. other analogous violations.

VIII. PROFESSIONAL DEVELOPMENT ACTIVITIES DEVELOPED AND IMPLEMENTED AT SCHOOL LEVEL

46. The NEAP shall determine a specific number of credit units to be allocated for professional development activities developed and implemented by schools including through Learning Action Cells (LACs). The guidelines for the quality assurance and recording of such professional development activities shall be issued in a separate Guidelines.

IX. PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT AND/OR IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAMS OR COURSES

47. When NEAP, in consultation with the relevant Central Office units and Regional Offices, determines that there is a learning area within the three-year Professional Development Priorities not covered by Recognized programs or courses, it may undertake to procure consulting services for the development and/or implementation of the needed program or course. The procurement shall be done following the applicable procurement, budget and accounting laws, rules and regulations.

X. ACCREDITATION OF PROGRAMS OR COURSES WITH THE PROFESSIONAL REGULATION COMMISSION

48. The NEAP shall coordinate with the PRC for the accreditation of Recognized programs or courses for purposes of compliance with the Continuing Professional Development requirements under Republic Act 10912 or the *Continuing Professional Development Act of 2016*, and its Implementing Rules and Regulations.

XI. MONITORING AND EVALUATION

49. NEAP shall conduct monitoring and evaluation (M&E) activities that will gather and validate data indicated in the M&E Framework in coordination with relevant offices and stakeholders. The results of the M&E shall form part of the review and improvement of this Guidelines and shall be reported to the Secretary.

XII. FORMS

50. Forms and other relevant documents on Authorization and Recognition may be accessed online through the DepEd website and/or the NEAP portal.

XIII. EFFECTIVITY

51. This Guidelines shall take effect upon signing by the Secretary.

XIV. REFERENCES

Administrative Order No. 282, 1992, Renaming the National Educational Learning Center as the National Educators Academy of the Philippines and for other purposes.

Civil Service Commission Resolution No. 1600770 (2016). Accreditation of L&D Institutions: Amendments to CSC Res. No. 1300618 dated April 2, 2013.

Department of Education Order No. 11, s. 2019, Implementation of the NEAP Transformation.

Letter of Instructions No. 1487, 1985, Institutionalizing a Revitalized Program of Teacher In-service Training in the Public Schools.

NEAP Transformation Task Force (2019). NEAP Transformation Detailed Design. Final Report.

Republic Act No. 7784, (1993). An Act to Strengthen Teacher Education in the Philippines by Establishing Centers of Excellence, Creating a Teacher Education Council for the Purpose, Appropriating Funds Therefor, and Other Purposes.

Republic Act No. 9155, (2001). An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for Other Purposes.

Republic Act No. 10173, (2012). An Act Protecting Personal Information on Information and Communications Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for Other Purposes. Otherwise known as the 'Data Privacy Act of 2012'.

Republic Act No. 10912, (2016). An Act Mandating and Strengthening the Continuing Professional Development Program for All Regulated Professions, Creating the Continuing Professional Development Council, and Appropriating Funds therefor, and for Other Related Purposes. Otherwise known as the 'Continuing Professional Development Act of 2016'.

Republic Act No. 10968, (2018). An Act Institutionalizing the Philippine Qualifications Framework (PQF), Establishing the PQF-National Coordinating Council (NCC) and Appropriating Funds Therefor. Otherwise known as the 'PQF Act'.