



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



DNCR-F-ORD-033/R0/01112019

**REGIONAL MEMORANDUM**  
No. ROP-2023- 148

March 14, 2023

**UTILIZATION OF THE 2022 CONTINUING HRD FUNDS, 2023  
PROGRAM SUPPORT FUND IN SDOs AND INSET FUNDS**

To: Schools Division Superintendents

1. In reference to Memorandum DM-OUHROD-2023-0354 dated March 8, 2023, from the Office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, the field is hereby informed of the captioned subject matter.
2. The HRD fund is composed of the following:
  - 2.1. Central Office-Managed Funds,
  - 2.2. Program Support Funds (PSF), and
  - 2.3. In-Service Training (INSET) Funds
3. The National Educators Academy of the Philippines (NEAP) has guaranteed the allocation of the three (3) funds components with the PSF and INSET funds both directly released to the Schools Division Offices to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders.
4. Based on the Weekly Budget Monitoring Report 2023 accessible through this link: <https://tinyurl.com/BudgetMonitoring2023>, several SDOs have not reached 98% obligation rate.
5. In relation to this, the field is hereby requested to submit to HRDD-NEAP a written explanation signed by the Division Superintendent for the said unobligated funds on or before **March 16, 2023**.
6. To expedite the Region's submission to the Central Office, **SDO HRD SEPS** are requested to access and encode the needed data at <https://tinyurl.com/Unobligated2022HRDFund> on or before **March 15, 2023**.
7. In addition, the moratorium on the utilization of FY 2023 PSF (**Enclosure 2**) is lifted. As such, a set of guidelines (**Enclosure 3**) is issued to assist the field on the utilization of the FY 2022 Continuing Funds and 2023 PSF.
8. For any questions and concerns, please contact **Ms. Jennifer G. Medina**, Education Program Specialist II, at [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph).



*A legacy as rich as excellence!*

Misamis St., Bago Bantay, Quezon City  
Tel. Nos.: 920-5824; 926-2213 loc. 801  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.deped.gov.ph/regions/ncr/>



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

DNCR-F-ORD-033/R0/01112019

9. For the full details, please see enclosed Memorandum.
10. Immediate dissemination and compliance with this Memorandum is desired.

A handwritten signature in black ink, appearing to read "W. Cabral".

**WILFREDO E. CABRAL, CESO III**  
Regional Director





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

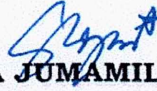
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

RM 148 - 2023.

### MEMORANDUM

DM-OUHROD-2023-0354

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*

SUBJECT : **Utilization of the 2022 Continuing HRD Funds, 2023 Program Support Fund in ROs and SDOs, and INSET Funds**

DATE : March 08, 2023

1. In accordance with the DepEd Order 030, s. 2021 or the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, the National Educators Academy of the Philippines (NEAP) has been allocating Human Resource Development (HRD) Funds to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders.
2. The HRD fund is composed of (1) Central Office-Managed Funds; (2) Program Support Funds (PSF); and, (3) In-Service Training (INSET) Funds. For FY 2022, NEAP has guaranteed the allocation of the three HRD funds components with the PSF and the INSET funds both directly released by the Department of Budget and Management (DBM) to the respective DepEd field offices.
3. Based on the FY 2022 Budget Utilization Report from the DepEd Central Office Finance Service as of December 31, 2022, there is **P312,815,051.16** unobligated fund [**Enclosure 1**] from the DepEd field offices that can be utilized until December 31, 2023.
4. **In relation to this, DepEd field offices are hereby directed to submit a written explanation for the said unobligated funds on or before March 16, 2023, and shall be consolidated by the Regional Offices (ROs) and be submitted to the NEAP Central Office through this link: [t.ly/9yiN](https://t.ly/9yiN).**
5. In addition, the moratorium on the utilization of FY 2023 PSF [**Enclosure 2**], is hereby lifted. As such, a set of guidelines (**Enclosure 3**) is issued to assist the Field Offices on the utilization of the FY 2022 Continuing Funds and 2023 PSF.





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#484728

## MEMORANDUM

DM-OUHROD-2023-0354

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*

SUBJECT : **Utilization of the 2022 Continuing HRD Funds, 2023 Program Support Fund in ROs and SDOs, and INSET Funds**

DATE : March 08, 2023

1. In accordance with the DepEd Order 030, s. 2021 or the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, the National Educators Academy of the Philippines (NEAP) has been allocating Human Resource Development (HRD) Funds to support the implementation of initiatives relative to the continuing professional development of public school teachers and school leaders.
2. The HRD fund is composed of (1) Central Office-Managed Funds; (2) Program Support Funds (PSF); and, (3) In-Service Training (INSET) Funds. For FY 2022, NEAP has guaranteed the allocation of the three HRD funds components with the PSF and the INSET funds both directly released by the Department of Budget and Management (DBM) to the respective DepEd field offices.
3. Based on the FY 2022 Budget Utilization Report from the DepEd Central Office Finance Service as of December 31, 2022, there is **P312,815,051.16** unobligated fund [**Enclosure 1**] from the DepEd field offices that can be utilized until December 31, 2023.
4. **In relation to this, DepEd field offices are hereby directed to submit a written explanation for the said unobligated funds on or before March 16, 2023, and shall be consolidated by the Regional Offices (ROs) and be submitted to the NEAP Central Office through this link: [t.ly/9yiN](https://t.ly/9yiN).**
5. In addition, the moratorium on the utilization of FY 2023 PSF [**Enclosure 2**], is hereby lifted. As such, a set of guidelines (**Enclosure 3**) is issued to assist the Field Offices on the utilization of the FY 2022 Continuing Funds and 2023 PSF.

6. For more information, please contact the National Educators Academy of the Philippines (NEAP), Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) cc: [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) or via telefax number (02) 8638-8638.
7. Immediate dissemination of and strict compliance with this issuance is directed.

Enclosures:

1. *Breakdown of FY 2022 Continuing Fund*
2. *Memorandum on Holding of FY 2023 Program Support Fund (PSF)*
3. *Guidelines on the Utilization of FY 2022 Continuing Fund and FY 2023 PSF*

NEAP-OD/CBolos



**Enclosure 1**

**Summary of FY 2022 (Current) HRD Fund Utilization**

Criteria	
<80%	Utilized
>80%	Underutilized

Office	Expense	Adjusted Allotment	Obligated	Obligation Rate	Disbursement	Disbursement Rate	Unobligated Allotment	Utilization
Region 1	MOOE	82,649,984.00	53,796,620.25	65.09%	43,733,498.37	81.29%	28,853,363.75	Underutilized
Region 2	MOOE	50,883,284.00	38,733,196.32	76.12%	31,987,756.81	82.58%	12,150,087.68	Underutilized
Region 3	MOOE	125,857,834.00	113,997,867.39	90.58%	96,472,399.80	84.63%	11,859,966.61	Utilized
Region 4 A	MOOE	133,639,892.00	91,456,351.53	68.43%	59,420,435.81	64.97%	42,183,540.47	Underutilized
Region 4 B	MOOE	47,936,504.00	27,281,617.41	56.91%	20,340,620.40	74.56%	20,654,886.59	Underutilized
Region 5	MOOE	95,309,984.00	67,412,291.25	70.73%	44,470,790.20	65.97%	27,897,692.75	Underutilized
Region 6	MOOE	104,502,304.00	77,339,163.31	74.01%	62,308,010.56	80.56%	27,163,140.69	Underutilized
Region 7	MOOE	93,917,164.00	77,406,755.68	82.42%	64,209,551.25	75.97%	16,510,408.32	Utilized
Region 8	MOOE	77,496,884.00	68,300,906.02	88.13%	51,886,003.87	70.35%	9,195,977.98	Utilized
Region 9	MOOE	54,286,299.00	42,743,979.62	78.74%	30,069,594.28	85.53%	11,542,319.38	Underutilized
Region 10	MOOE	64,920,064.00	56,342,296.10	86.79%	48,189,455.97	71.23%	8,577,767.90	Utilized
Region 11	MOOE	58,411,364.00	45,305,085.73	77.56%	32,272,771.03	81.01%	13,106,278.27	Underutilized
Region 12	MOOE	55,961,484.00	34,783,854.83	62.16%	28,178,942.37	83.46%	21,177,629.17	Underutilized
Region 13	MOOE	51,178,304.00	35,184,076.34	68.75%	29,364,328.19	70.31%	15,994,227.66	Underutilized
CAR	MOOE	45,057,907.00	34,256,243.16	76.03%	24,086,707.18	18.03%	10,801,663.84	Underutilized
CAR	CO	59,700,000.00	44,850,392.47	75.13%	8,086,903.98	18.03%	14,849,607.53	Underutilized
NCR	MOOE	79,158,404.00	61,669,918.16	77.91%	47,024,901.59	76.25%	17,488,485.84	Underutilized
Central Office	PS	32,461,866.68	32,461,849.85	100.00%	32,124,741.23	98.96%	16.83	Utilized
Central Office	MOOE	207,404,340.00	205,597,113.47	99.13%	10,980,698.99	5.34%	1,807,226.53	Utilized
Total		1,520,733,866.68	1,208,919,578.89		765,208,111.88		311,814,287.79	

**Guidelines:**

1. This is based on the assumption that the total disbursement represents the fund spent to support a project matched with the obligated fund which represents the amount set aside for a certain program, activity or project.
2. Fund Utilization Criteria is set at 80% above as utilized while 80% below as underutilized



ENCLOSURE 2

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


420009

#### 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](mailto: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

NEAFOD/CBoles

### **Enclosure 3**

#### **Utilization of FY 2022 Continuing Funds, Program Support Funds (PSF), and INSET Funds**

1. Consistent with the Basic Education Development Plan (BEDP) 2030 and MATATAG Education Agenda from 2023 to 2028 which aims to achieve the following:
  - a. **MA** - Make the curriculum relevant to produce competent, job-ready, active, learners and responsible citizens;
  - b. **TA** - Take steps to accelerate the delivery of basic education facilities and services;
  - c. **TA** - Take good care of learners by promoting learners' well-being, inclusive education, and a positive learning environment; and,
  - d. **G** - Give support to teachers to teach better.

**The field offices shall ensure that the utilization of the 2022 Continuing Fund, FY 2023 PSF, and INSET Funds is aligned with the priority programs of the Curriculum and Teaching (CT) Strand anchored on the above-mentioned Agenda.**

#### 2. Process of the Utilization of Continuing Funds, FY 2023 PSF, and INSET Funds

##### *a. Utilization of FY 2022 Continuing Funds and FY 2023 PSF*

- i. The NEAP-RO/HRDD/SGOD, in coordination with CLMD/CID, shall prioritize the implementation of the CT Strand PD Programs, such as but not limited to Learning Camp for Math, Science, and English (Grades 8 and 9), K to 12 Curriculum, National Reading Program (NRP), and NEAP-related PD Programs/Activities chargeable against HRD Funds subject to the Interim PD standards to be issued by NEAP in a separate memorandum.

##### *b. Utilization of FY 2023 INSET Funds*

- i. Per agreement with the CT Strand, NEAP-RO/HRDD/SGOD, in coordination with CLMD/CID, shall utilize their INSET Funds for PD Programs such as but not limited to:
  - a) Learning Action Cell (LAC) on National Learning Camp for Grades 8 & 9 English, Science and Math Teachers;
  - b) High Order Thinking Skills (HOTS) for Grades 7 to 10 English, Science, and Mathematics Teachers;
  - c) Literacy and Numeracy Trainings for Kinder to Grade 12 teachers; and
  - d) Domain 1 – Content Knowledge and Pedagogy training for Grades 7 to 12 teachers of other learning areas.

- c. The Regional Directors & SDSs shall ensure that the HRD funds are judiciously utilized.



### 3. Reporting

- d. The NEAP-RO/HRDD/SGOD shall prepare and upload their physical and financial reports to the Program Management Information System (PMIS) as indicated in DepEd Order No. 011, s. 2021, "*Guidelines on the Operationalization of PMIS*".
- e. The NEAP-RO/HRDD/SGOD are likewise required to submit their Quarterly Financial and Physical Accomplishment Reports through the following links:

Region	Link
1	<a href="https://t.ly/xH2RF">t.ly/xH2RF</a>
2	<a href="https://t.ly/CLke">t.ly/CLke</a>
3	<a href="https://t.ly/LgBj">t.ly/LgBj</a>
4a	<a href="https://t.ly/vXYv">t.ly/vXYv</a>
4b	<a href="https://t.ly/lmQ9">t.ly/lmQ9</a>
5	<a href="https://t.ly/ZeF1">t.ly/ZeF1</a>
6	<a href="https://t.ly/E89X0">t.ly/E89X0</a>
7	<a href="https://t.ly/KCdz">t.ly/KCdz</a>
8	<a href="https://t.ly/83KD">t.ly/83KD</a>
9	<a href="https://t.ly/8pzg">t.ly/8pzg</a>
10	<a href="https://t.ly/KVCR">t.ly/KVCR</a>
11	<a href="https://t.ly/jIn5">t.ly/jIn5</a>
12	<a href="https://t.ly/qG-x">t.ly/qG-x</a>
CARAGA	<a href="https://t.ly/l-iU">t.ly/l-iU</a>
CAR	<a href="https://t.ly/5rJN">t.ly/5rJN</a>
NCR	<a href="https://t.ly/AX-Nd">t.ly/AX-Nd</a>

4. In light of the recently issued DepEd Memorandum No. 12, series of 2023 or the Moratorium on the Implementation of DO 001, s. 2020, the availment of the PSF Funds through the NEAP Recognition process is temporarily suspended, until such time that NEAP issues new directions and policies related to DepEd Professional Development System.

5. Meanwhile, PD programs with funds obligated need not be realigned or re-programmed.