



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

October 8, 2024

DIVISION MEMORANDUM
No. 571, s. 2024

**GUIDELINES ON THE UTILIZATION OF FY 2024 HUMAN RESOURCE DEVELOPMENT
(HRD) FUND**

To : Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
INSET Coordinators
All Others Concerned

1. To ensure equitable access to professional development programs, the Department of Education through the National Educators Academy of the Philippines (NEAP) is providing SDO Catanduanes its FY 2024 SDO-Catanduanes Human Resource Development Fund in the amount of Php 1,000,000.
2. The SDO allocation shall be utilized following the guidelines:
 - a. Memorandum issued by the DepEd Central Office, Office of the Undersecretary of Human Resource and Organizational Development titled *"Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund"*.
 - b. DepEd Order No. 030, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development for Teachers and School Leaders*.
 - c. DepEd Memorandum-OUROD-2024-042.
 - d. Regional Memorandum No. 00850 s. 2024 from the Office of the Regional Director Gilbert T. Sadsad, titled *"Orientation Activities of the FY 2024 Human Resource Development (HRD) Fund for the Regional Office and Schools Division Offices"*. A copy of these is enclosed to this memorandum.
3. In line with this, school heads through the Public Schools District Supervisors (PSDS) and those in-charge of the Districts, are advised to develop a Professional Development (PD) Proposal following the guidelines.
4. Likewise, all professional development program proposals, along with all learning materials, should adhere to the standards and procedures outlined in DepEd Memorandum No. 044 s. 2023, titled *"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs"*. The following documents should be included with the proposal:
 - 3.1 Detailed PD Program Design
 - 3.2 PD Program Monitoring and Evaluation (M & E) Plan
 - 3.3 Program Implementation Plan
 - 3.4 Curriculum Vitae of Resource Speakers/Subject Matter Experts
 - 3.5 Assessment Tools (formative, summative tools and rubrics)
 - 3.5 Work Application Plan Template
 - 3.6 PD Learning Resource Materials
 - 3.6.1 Session Guides
 - 3.6.2 Slide Decks
 - 3.6.3 Modules (if applicable)
 - 3.6.4 Non-print materials audio-visual presentations (if applicable)
5. The PD proposals shall be reviewed and evaluated by the PDC using the following criteria:
 - 4.1 Rationale for the Proposed PD Program
 - 4.2 Alignment to the Professional Standards



San Roque, Virac, Catanduanes
052-011044
catanduanes@deped.gov.ph
www.depedregionv.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

-
- 4.3 Target Participants Profile
 - 4.4 Articulation of Learning Objectives
 - 4.5 Session Contents
 - 4.6 Program Methodology
 - 4.7 Assessment Strategies and Tools
 - 4.8 Session Outputs
 - 4.9 Workplace Application
 - 4.9.1 Time Requirement
 - 4.9.2 Learning Resource Materials
 - 4.9.3 Resource Speaker/Subject-Matter Expert
 - 4.9.4 Gender Equality, Disability and Social Inclusion
 - 4.9.5 Monitoring and Evaluation Plan
 - 4.9.6 Budget Requirements
 - 4.9.7 Program Management Team

6. For clarifications and concerns please email Carol P. Gil, SEPS-HRDS at carol.gil001@deped.gov.ph.

7. For information, guidance, and compliance of all concerned.

By authority of the OIC- Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III / Legal Officer
Officer-In-Charge 