



Republic of the Philippines  
**Department of Education**

23 APR 2018

DepEd ORDER  
No. **021** s. 2018

**IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION  
OF THE HUMAN RESOURCE DEVELOPMENT FUNDS FOR PERSONNEL  
IN SCHOOLS AND LEARNING CENTERS**

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 **Implementing Guidelines on the Allocation and Utilization of the Human Resource Development (HRD) Funds for Personnel in Schools and Learning Centers**.
2. The guidelines aim to promote and support the professional development and career growth of personnel in schools and learning centers as well as teaching personnel who are performing managerial, supervisory and administrative functions at the schools division, regional and central offices.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Immediate dissemination of this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

ALLOCATION  
EXPENSES  
FUNDS  
MONITORING AND EVALUATION

PROGRAMS  
PROJECTS  
SCHOOLS  
TEACHERS

**IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION OF  
THE HUMAN RESOURCE DEVELOPMENT FUNDS FOR PERSONNEL IN  
SCHOOLS AND LEARNING CENTERS**

**I. RATIONALE**

1. 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 the continuing professional development of its teaching and non-teaching personnel especially at the schools and learning centers.
2. For this purpose, funds shall be allocated to support the implementation of these undertakings relative to the continuing professional development of personnel in schools and learning centers.
3. These guidelines aim to ensure that the utilization of the funds in support of the human resource development in the Department of Education particularly those at the schools and learning centers and those that provide direct support to these personnel is strategic and efficiently and effectively managed.

**II. SCOPE**

4. These guidelines shall apply to programs, activities and projects (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 funded under the HRD Funds provided in the General Appropriations Act (GAA).

**III. Definition of Terms**

5. For the purposes of these guidelines, the following terms are defined for common understanding:
  - a. Activities are output-driven undertakings with specific calendar schedule and resource assignment. The objectives of an activity typically have corresponding tangible and quantifiably 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 much shorter in lifespan than either programs or projects. Activities may be initiated by the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), schools or by external partners and involves fewer people. Activities are generally evaluated against the expected/identified outputs and immediately after they have ended.

- b. **Competency Standards** refer to a set of knowledge, skills and attitude required to carry out successfully assigned roles, functions and responsibilities for a given position in the organization. Competency standards so far issued by the Department of Education for national adoption include **Philippine Professional Standards for Standards (PPST)** - adopted through DepEd Order No. 42 s. 2017, and **National Competency-Based Standards for School Heads (NCBSSH)** – adopted through DepEd Order 32 s. 2010.
- c. **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 otherwise known as *Continuing Professional Development Act of 2016*).
- d. **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.
- e. **Learning Action Cell** is a group of teachers and other school 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. (DepEd Order No. 35 s. 2016 entitled *The Learning Action Cell as K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improving of Teaching and Learning*).

- f. **Learning and Development System** refers to the processes and mechanisms through which professional development activities and programs shall be developed, managed, quality assured, monitored and evaluated. The L and D System encompasses five (5) subsystems, namely:  
 Learning and Development Needs Assessment  
 Learning and Development Planning  
 Program Designing and Resource Package Development  
 Program Delivery  
 Quality Assurance, Monitoring and Evaluation and Technical Assistance
- g. **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 (RA 9155 or the *Governance of Basic Education Act of 2001*)
- h. **Non-Teaching Personnel** are employees who are not actually involved in classroom teaching but indirectly and indispensably assisting in the delivery of service to educational constituencies and clientele (IRR of RA 9155 or the *Governance of Basic Education Act of 2001*).
- i. **Permanent Position** is 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 *CSC MC No. 15, 2. 1999*).
- j. **Personnel** are employees of the Department of Education who are occupying permanent position and are included in the Plantilla of Positions of the Department
- k. **Portfolio Manager** - is the official duly designated by the Secretary of Education who shall provide direction and strategies in the management, allocation and utilization of the HRD Funds. The Portfolio Manager shall also be responsible for monitoring and evaluating portfolio success as measured by pre-determined indicators.

- l. **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. DepEd programs are formulated to serve long-term goals; serving all learners in appropriate contexts and are continuously implemented until goals are achieved. While programs should be flexible enough for necessary modifications in light of new developments, evolving standards or shifts in policies and national priorities, they may be discontinued altogether and replaced by new ones.
- m. **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 independent of any program. Projects may be designed or implemented in support of a program, address learners' and other needs not covered by an program, or to experiment, try out or pilot an innovation or an innovative solution. Projects have specific time frames (short or medium-term), follow defined schedules or work plans and implemented through activities.
- n. **School** – is an educational institution, private and public, undertaking educational operation with a specific age-group of pupils or students pursuing defined studies at defined levels, receiving instruction from teachers, usually located in a building or a group of buildings in a particular physical or cyber site (RA 9155 or the Governance of Basic Education Act of 2001)
- o. **Teaching Personnel** are persons engaged in teaching in the elementary and secondary levels (junior and senior high school), whether on full-time or part-time basis including industrial arts and vocational teachers and all other persons performing supervisory, managerial and/or administrative functions in all schools and education offices at the district, division, regional and central levels and qualified to practice teaching under RA 7836 (*Philippine Teachers Professionalization Act of 1994*) and/or those performing functions in support of education such as standard setting, policy and program formulation, research and sector monitoring and evaluation (IRR of RA 9155, *Governance of Basic Education Act of 2001*).

#### IV. POLICY STATEMENT

6. The Department of Education is committed to providing quality, accessible, relevant and liberating basic education for all. Toward this end, it will ensure that all personnel, particularly teachers and non-teaching personnel in schools and learning centers, are provided with opportunities for continuing professional development. Hence, relevant and quality professional development programs shall be provided and supported at all levels including the provision of appropriate resources.
7. Professional Development programs, projects and activities should be anchored on and aligned to the competency development needs of the personnel that are, to the extent possible, based on competency standards. The Philippine Professional Standards for Teachers (PPST) and the National Competency-Based Standards for School Heads (NCBSSH) shall be the reference for competency development initiatives for teachers and school heads respectively.
8. At the school and community learning center level, the Learning Action Cell (LAC) shall be the major strategy in addressing the continuing professional development needs of teaching and non-teaching personnel consistent with DepEd Order No. 35 s. 2016 entitled *The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning*. In support of this policy, professional development activities for teachers should lead towards the conduct of LAC sessions in schools.
9. All professional development initiatives should likewise adhere to the processes and standards of the Learning and Development System.

#### V. PROCEDURE:

##### A. ALLOCATION OF THE FUNDS

10. Continuing professional development programs, activities and projects (PAPs) for teaching personnel and non-teaching personnel in schools and learning centers as well as teaching personnel who perform managerial, administrative and supervisory roles at the school, schools division, regional and central offices shall be allocated funds from the Human Resource Development Program specifically the Human Resource Development for Personnel in schools and learning centers. These funds shall cover programs that are managed at the Central, Regional, and Schools Division Offices.

## **B. ELIGIBLE ACTIVITIES**

11. The HRD Funds shall be used for activities related to the following:
  - a. Professional Development of regular or permanent teaching, and non-teaching personnel in schools and learning centers as well as teaching personnel who are performing supervisory and administrative roles at the schools, schools divisions, regional offices and central office.
  - b. Trainers' training in cases of CO- and RO- managed programs geared towards providing continuing professional development to personnel in schools and learning centers.
  - c. Provision of Technical Assistance to SDOs and Schools on the conduct of Learning Action Cell (LAC) sessions.
  - d. Development, enhancement and implementation of Learning and Development Systems and programs that impact on the professional development of personnel in schools and learning centers and teaching personnel who are performing supervisory and administrative roles at the schools divisions, regional offices and central office.
  - e. Presentation of research work in conferences, workshops, seminar to fora subject to guidelines stated in Annex 3.
  - f. Training Program Design Development and Training Delivery Model Development.
  - g. Development, production and reproduction of LAC training materials, session guides, and video-lectures that have undergone quality assurance.
  - h. Management of HRD Funds at the Central Office including program planning and monitoring and evaluation.
12. The Allowable Expenses are:
  - a. Board and lodging of participants, resource persons, and management team, use of function room/s, provision of audio-visual system or facility, and other equipment and requirements as

prescribed in DepEd Order No. 15 s. 2017 entitled *Guidelines for the Allocation of Funds for Venue, Meals and Snacks, and Accommodation for Official Activities Organized and Conducted by the Department of Education*.

- b. Payment of service providers or institutions as provided for in the approved of service or Memorandum of Agreement signed by the Secretary or Undersecretary or Director.
  - c. Transportation cost and per diem of resource persons and management team.
  - d. Supplies and materials at standard cost.
  - e. Professional fees or honoraria of non-Deped resource persons subject to the guidelines under *Budget Circular Nos. 2007-1 and 2* and *National Budget Circular No. 2007-510*.
  - f. Contingency allowance to cover payment of miscellaneous or incidental expenses such as communication, gasoline, and over-the-counter medicine.
  - g. Other expenses in support of the above mentioned activities are eligible provided the expenses are classified under Maintenance and Other Operating Expenses (MOOE).
13. Ineligible Expenses shall include:
- a. Purchase of capital outlay items e.g. equipment
  - b. Payment of subscriptions (internet connection, cable TV, satellite TV, subscription and reading materials
  - c. Operational expenses such as payment of utilities (water, electricity, janitorial, clerical, and security services) funded by regular MOOE
  - d. Hiring and payment of salaries of staff
14. All expenses shall be subject to the usual accounting and auditing rules and regulations
15. Procurement of goods and services shall strictly follow the appropriate provisions of Republic Act 9184 and its Implementing Rules and Regulations.



16. Procurement may commence without the issuance of sub-allotment release Order (sub-ARO) but short of award, per Department of Budget and Management (DBM) *Circular Letter 2010-09 on the Guidelines Directing Agencies to Expedite the Implementation of their Procurement Activities*
17. Awarded contracts are deemed obligated only upon the end-user's submission of the Obligation Request and Status (ORS) and the notarized contract.
18. In the payment of venues and facilities, disbursement vouchers should include not only the signed contract but also the appropriate Bids and Awards Committee (BAC) resolution and documents (e.g. agency-to-agency procurement or lease of real property or venue).
19. To ensure that resources are maximized, using DepEd facilities such as the Regional Education Learning Centers (RELC) or National Educators Academy of the Philippines (NEAP-R), EcoTech Center and Baguio Teachers Camp and other government-owned venues is highly encouraged.
20. Training funds from development partners, or other donors shall follow the terms of agreements between the Department and the Donor.

### C. AVAILMENT, RELEASE, UTILIZATION AND LIQUIDATION

1. Central Office
  - a. Preparation of Allocation and Availment of HRD Funds by Office or Unit
21. The Head of Office concerned shall submit to the Undersecretary for Curriculum and Instruction as Portfolio Manager the list of professional development programs supported by program proposals and budget estimate. The program proposal shall contain the following:
  - Program profile
  - Program Design
  - Implementation Arrangements
  - Monitoring and Evaluation Mechanism
  - Budget Estimate
22. The Portfolio Manager, in coordination with NEAP, shall serve as the clearing house for training proposals.

23. The Portfolio Manager then endorses the summary of proposals to the Planning Service for review as to appropriateness (relevance to the mandate and strategic plan of the department, alignment to higher objectives) and completeness and to avoid duplication. PS shall then consolidate all proposed activities charged against HRD Funds.
  24. The consolidated activities shall be submitted to the Budget Division to be incorporated in the DepEd's proposed budget before submission to DBM.
  25. Once the National Expenditure Program (NEP) is approved, the office or unit shall incorporate the activities charged against HRTD in the preparation of their work plan.
  26. In case the approved HRD funds in the General Appropriations Act (GAA) is lower than the proposed budget, proponents shall prioritize their activities and present to the Portfolio Manager their prioritization list. In consultation with Budget Committee and the Executive Committee (ExeCom), the Portfolion Management shall then approve the priority programs to be charged against the HRD Funds.
  27. After the approval and inclusion of the DepEd's budget in the GAA, the bureau or office shall include in their Work and Financial Plan (WFP) the approved activities charged against HRD and in their Project Procurement Management Plan (applicable activities only).
- b. Procedure in the Release of Funds
28. For activities in accordance with the approved WFP of the office, the Director or Head of Office shall submit an Activity Request (AR) to the Portfolio Manager, through NEAP, to trigger the fund release. Activities with a budget of more than 30 million pesos shall be approved by the Secretary as prescribed in DepEd Order No. 67 s. 2016 entitled *Signing Authorities for Certain Administrative and Financial Matters in the Central and Field Offices*.
  29. For activities charged against HRD funds that are not included in the approved WFP or that deviate from the original plan, an Authority to Conduct (ATC) must be secured first from the Portfolio Manager, through NEAP. The proponent shall also identify which activities shall be reprogrammed or deferred for implementation to give way for the proposed new activity.

30. The template, process and workflow involved in the approval of an AR and ATC shall follow the most recent DepEd Order on Implementing Guidelines on the Release and Use of Funds for the corresponding year.

c. Utilization and Liquidation

31. Use of the funds shall be consistent with the existing accounting and auditing rules and regulations and internal policies of the Department of Education.

32. Cash advance/s should be liquidated immediately and any unexpended balance should be refunded within five (5) days after the conduct of the activity.

33. For Central Office-managed activities that require the attendance of field personnel, separate memoranda shall be issued by the CO.

2. Regional Office

34. The HRD Funds which shall be downloaded to ROs shall serve as the fund support for RO and SDO in the following:

- a. Provision of technical assistance on the implementation of the LAC policy in the SDOs
- b. Participation of RO and SDO personnel to CO and RO-managed trainings and workshops that shall redound to the benefit of personnel in schools and learning centers such as but not limited to trainers' training.
- c. Quality Assurance and Monitoring and Evaluation activities relative to the conduct of trainings, workshops and LAC sessions in divisions, schools districts and schools.
- d. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance
- e. Presentation of research work in international and local conferences, workshops, seminars or fora, subject to guidelines stated in Annex 3, when the HRD funds in the SDO are depleted and/or cannot support the undertaking supported by certification of the Schools Division Superintendent.

35. The Regional Director shall take on the role of a Portfolio Manager who will provide direction and strategies in the use of the HRD Funds downloaded to the region.

36. The use of the HRD Funds downloaded to the region shall be consistent with the existing accounting and auditing rules and regulations and internal policies of the Department of Education.

### 3. Schools Division Offices

37. The HRD Funds directly released and HRD Funds downloaded by Central Office to the Division shall serve as fund support for the continuing professional development of personnel in schools and learning centers as well as for activities that will support the processes and mechanism for the effective implementation of professional development activities in the schools division and schools. More specifically, it will support the following:

- a. Provision of technical assistance on the conduct of LAC sessions in schools
- b. Quality Assurance and Monitoring and Evaluation activities relative to the conduct of trainings, workshops and LAC sessions in divisions, schools districts and schools.
- c. Transportation cost and per diems of SDO participants to CO and RO-managed trainings and workshops that shall redound to the benefit of personnel in schools and learning centers such as but not limited to trainers' training and L and D program development workshops.
- d. Presentation of research work in international and local conferences, workshops, seminars or fora, subject to guidelines stated in Annex 3.
- e. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance on emphasis programs such as:
  - a) Least Learned Skills based on standardized assessment such as NAT
  - b) Preventive drug education for teens
  - c) Gender and development for teachers
  - d) Teen hub and counselor development programs

38. Specific guidelines on the conduct of the SDO activities are detailed in Annex 3.

39. The Schools Division Superintendent who shall take on the role of a Portfolio Manager will provide directions and strategies in the use of the HRD funds, in consultation with the RD.

40. The use of HRD Funds shall be consistent with accounting and auditing rules and regulations and internal policies of the Department of Education.

**VI. IMPLEMENTATION OF CENTRAL OFFICE PROGRAMS BY REGIONS AND DIVISIONS**

41. For Central Office Programs that will be implemented by Regional and Schools Division Offices, corresponding implementing guidelines shall be issued by the concerned CO bureau/service to ensure efficient implementation of the program.
42. Funds support for the implementation of CO programs funded under the HRD funds shall be downloaded to concerned Regional and Schools Division Offices subject to pertinent DepEd policy, rules and regulations on downloading of funds.

**VII. ALIGNMENT OF HRD PROGRAMS AND ACTIVITIES TO CONTINUING PROFESSIONAL DEVELOPMENT OF TEACHERS**

43. All HRD programs and activities should contribute to the provision of continuing professional development for teachers. For this purpose, concerned offices should ensure that these programs and activities are accredited by the Professional Regulation Commission subject to pertinent rules, regulations and guidelines.
44. For non-PRC accredited offices, they have to coordinate with the National Educators Academy of the Philippines for the accreditation of their programs. Separate guidelines shall be issued for this purpose. PRC-Accredited offices may directly coordinate with PRC for the accreditation of their programs.

**VIII. MONITORING AND EVALUATION**

45. Each head of office at the CO, RO or SDO level shall be responsible in monitoring program implementation. The responsible offices are as follows:

Central Office	NEAP
Regional Office	HRDD
Schools Division Office	SGOD/HRDS

46. Program outputs and outcome shall be monitored and evaluated as indicated in the GAA and guided by the Results Monitoring and Evaluation framework (Annex 4).
47. Aside from submitting the data as indicated in the Results Monitoring and Evaluation Framework, the offices concerned shall submit a report which highlights the following:
  1. Strengths of the Guidelines
  2. Areas for improvement
  3. Suggestions for improvement
  4. Critical Incidents, if any
48. The new Program Management Information System (PMIS) shall also be used as a tool to closely monitor the progress and implementation of various programs, activities and projects.
49. Likewise, the implementation of these guidelines shall be monitored and evaluated by the following offices to wit:
50. All offices shall comply with the reporting requirements contained in the National Budget Circular (NBC) for the purpose including the submission of Budget and Financial Accountability Reports as prescribed under COA-DBM Joint Circular No. 2014-1 and DBM Circular Letter No. 2016-11.

#### **IX. EFFECTIVITY/TRANSITORY PROVISIONS**

51. All existing DepEd Orders and Memoranda inconsistent with this policy are rescinded. These guidelines shall be in force and effect starting FY 2018 unless sooner repealed, amended or rescinded.

#### **X. REFERENCES**

##### **LAWS**

Republic Act No. 10912. Continuing Professional Development Act of 2016.

Republic Act No. 9184 (Government Procurement Reform Act of 2002) and its Implementing Rules and Regulations.

Implementing Rules and Regulations (IRR) of Republic Act 9155, Governance of Basic Education Act of 2001.

## **ISSUANCES OF OVERSIGHT BODIES**

DBM Circular Letter No. 2016-11. Guidelines Prescribing Electronic Submission of Budget and Financial Accountability Reports (BFARs).

Commission on Audit (COA) – Department of Budget and Management (DBM) Joint Circular N0. 2014-1. Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs).

DBM Circular Letter 2010-9. Guidelines Directing Agencies to Expedite the Implementation of their Procurement Activities.

DBM National Budget Circular No. 2007-510. Guidelines on the Grant of Honoraria to the Governing Boards of Collegial Bodies.

DBM Circular No. 2007-1. Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators.

DBM National Budget Circular No. 573, January 3, 2018. Guidelines on the Release of Funds for 2018.

## **DEPED ISSUANCES**

DepEd Order No. 28 s. 2017, Guidelines on the Utilization of the Human Resource Training and Development Fund

DepEd Order No. 16, s. 2017. Research Management Guidelines.

DepEd Order No. 9, s. 2017 Guidelines on the Allocation of Funds for Venue, Meals, and Snacks, and Accommodation for Official Activities Organized and Conducted by the Department of Education.

DepEd Order No. 35, s. 2016. The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning.

DepEd Order No. 111 s. 2009. Establishment of the National Educators Academy of the Philippines in the Region.

## **OTHERS**

OECD (Organization for Economic Cooperation and Development) 2009. Creating Effective Teaching Learning Environments. The Organization of Economic Cooperation and Development.

**2018 HRD Allocation**

<b>Particulars</b>	<b>Allocation</b>
Central Office	2,253,588,000.00
Region I	15,000,000.00
Region II	10,000,000.00
Region III	20,000,000.00
Region IV-A	20,000,000.00
Region IV-B	10,000,000.00
Region V	20,000,000.00
Region VI	10,000,000.00
Region VII	15,000,000.00
Region VIII	15,000,000.00
Region IX	10,000,000.00
Region X	15,000,000.00
Region XI	15,000,000.00
Region XII	10,000,000.00
Region XIII	15,000,000.00
ARMM *	15,000,000.00
CAR	10,000,000.00
NCR	20,000,000.00

\*Funds for ARMM Region shall be through obligation request/ transfer of funds



## 2018 HRD Allocation, by Division

Region	Division	HRD Funds for Downloading per Division
<b>Region I</b>		
Region I	Alaminos City	1,500,000.00
Region I	Batac City	1,500,000.00
Region I	Candon City	1,500,000.00
Region I	Dagupan City	2,000,000.00
Region I	Ilocos Norte	2,000,000.00
Region I	Ilocos Sur	2,000,000.00
Region I	La Union	2,000,000.00
Region I	Laoag City	2,000,000.00
Region I	Pangasinan I	3,000,000.00
Region I	Pangasinan II	3,000,000.00
Region I	San Carlos City	2,000,000.00
Region I	San Fernando City	1,500,000.00
Region I	Urdaneta City	2,000,000.00
Region I	Vigan City	1,500,000.00

<b>Region II</b>		
Region II	Batanes	1,500,000.00
Region II	Cagayan	3,000,000.00
Region II	Cauayan City	2,000,000.00
Region II	Iligan City	2,000,000.00
Region II	Isabela	3,000,000.00
Region II	Nueva Vizcaya	2,000,000.00
Region II	Quirino	2,000,000.00
Region II	Santiago City	2,000,000.00
Region II	Tuguegarao City	2,000,000.00

<b>Region III</b>		
Region III	Angeles City	2,000,000.00
Region III	Aurora	2,000,000.00
Region III	Balanga City	1,500,000.00
Region III	Bataan	2,000,000.00
Region III	Bulacan	3,000,000.00
Region III	Cabanatuan City	2,000,000.00
Region III	Gapan City	2,000,000.00
Region III	Mabalacat City	2,000,000.00
Region III	Malolos City	2,000,000.00
Region III	Meycauayan City	2,000,000.00
Region III	Muñoz Science City	1,500,000.00
Region III	Nueva Ecija	3,000,000.00
Region III	Olongapo City	2,000,000.00
Region III	Pampanga	3,000,000.00
Region III	San Fernando City	2,000,000.00
Region III	San Jose City	2,000,000.00
Region III	San Jose Del Monte City	2,000,000.00
Region III	Tarlac	3,000,000.00
Region III	Tarlac City	2,000,000.00
Region III	Zambales	2,000,000.00

## 2018 HR8D Allocation, by Division

Region	Division	HRD Funds for Downloading per Division
<b>Region IV-A</b>		
Region IV-A	Antipolo City	2,000,000.00
Region IV-A	Bacoor City	2,000,000.00
Region IV-A	Batangas	3,000,000.00
Region IV-A	Batangas City	2,000,000.00
Region IV-A	Biñan City	2,000,000.00
Region IV-A	Cabuyao City	1,500,000.00
Region IV-A	Calamba City	2,000,000.00
Region IV-A	Cavite	3,000,000.00
Region IV-A	Cavite City	1,500,000.00
Region IV-A	Dasmariñas City	2,000,000.00
Region IV-A	Imus City	2,000,000.00
Region IV-A	Laguna	3,000,000.00
Region IV-A	Lipa City	2,000,000.00
Region IV-A	Lucena City	2,000,000.00
Region IV-A	Quezon	4,000,000.00
Region IV-A	Rizal	3,000,000.00
Region IV-A	San Pablo City	2,000,000.00
Region IV-A	Sta. Rosa City	2,000,000.00
Region IV-A	Tanauan City	2,000,000.00
Region IV-A	Tayabas City	1,500,000.00

<b>Region IV-B</b>		
Region IV-B	Calapan City	2,000,000.00
Region IV-B	Marinduque	2,000,000.00
Region IV-B	Occidental Mindoro	2,000,000.00
Region IV-B	Oriental Mindoro	2,000,000.00
Region IV-B	Palawan	3,000,000.00
Region IV-B	Puerto Princesa City	2,000,000.00
Region IV-B	Romblon	2,000,000.00

<b>Region V</b>		
Region V	Albay	3,000,000.00
Region V	Camarines Norte	2,000,000.00
Region V	Camarines Sur	4,000,000.00
Region V	Catanduanes	2,000,000.00
Region V	Iriga City	2,000,000.00
Region V	Legaspi City	2,000,000.00
Region V	Ligao City	2,000,000.00
Region V	Masbate	3,000,000.00
Region V	Masbate City	2,000,000.00
Region V	Naga City	2,000,000.00
Region V	Sorsogon	3,000,000.00
Region V	Sorsogon City	2,000,000.00
Region V	Tabaco City	2,000,000.00

## 2018 HRD Allocation, by Division

Region	Division	HRD Funds for Downloading per Division
<b>Region VI</b>		
Region VI	Aklan	2,000,000.00
Region VI	Antique	3,000,000.00
Region VI	Bacolod	2,000,000.00
Region VI	Bago City	2,000,000.00
Region VI	Cadiz City	2,000,000.00
Region VI	Capiz	2,000,000.00
Region VI	Escalante City	2,000,000.00
Region VI	Guimaras	2,000,000.00
Region VI	Himamaylan City**	
Region VI	Iloilo	4,000,000.00
Region VI	Iloilo City	2,000,000.00
Region VI	Kabankalan City	2,000,000.00
Region VI	La Carlota City	1,500,000.00
Region VI	Negros Occidental	3,000,000.00
Region VI	Passi City	1,500,000.00
Region VI	Roxas City	2,000,000.00
Region VI	Sagay City	2,000,000.00
Region VI	San Carlos City	2,000,000.00
Region VI	Silay City	2,000,000.00
Region VI	Sipalay City**	

<b>Region VII</b>		
Region VII	Bais City	1,500,000.00
Region VII	Bayawan City	2,000,000.00
Region VII	Bogo City	1,500,000.00
Region VII	Bohol	3,000,000.00
Region VII	Carcar City	2,000,000.00
Region VII	Cebu	4,000,000.00
Region VII	Cebu City	2,000,000.00
Region VII	Danao City	2,000,000.00
Region VII	Dumaguete City	1,500,000.00
Region VII	Guihulngan City	2,000,000.00
Region VII	Lapu-Lapu City	2,000,000.00
Region VII	Mandaue City	2,000,000.00
Region VII	Naga City	2,000,000.00
Region VII	Siquijor	2,000,000.00
Region VII	Tagbilaran City	1,500,000.00
Region VII	Talisay	2,000,000.00
Region VII	Tanjay City	2,000,000.00
Region VII	Toledo City	2,000,000.00

\*\* Funds for the Divisions of Himamaylan City and Sipalay City shall be downloaded to the Division of Negros Occidental

## 2018 HRD Allocation, by Division

Region	Division	HRD Funds for Downloading per Division
<b>Region VIII</b>		
Region VIII	Baybay City	2,000,000.00
Region VIII	Biliran	2,000,000.00
Region VIII	Borongon City	1,500,000.00
Region VIII	Calbayog City	2,000,000.00
Region VIII	Catbalongan City	2,000,000.00
Region VIII	Eastern Samar	2,000,000.00
Region VIII	Leyte	4,000,000.00
Region VIII	Maasin City	2,000,000.00
Region VIII	Northern Samar	3,000,000.00
Region VIII	Ormoc City	2,000,000.00
Region VIII	Samar (Western)	2,000,000.00
Region VIII	Southern Leyte	2,000,000.00
Region VIII	Tacloban City	2,000,000.00

<b>Region IX</b>		
Region IX	Dapitan City	2,000,000.00
Region IX	Dipolog City	2,000,000.00
Region IX	Isabela City	2,000,000.00
Region IX	Pagadian City	2,000,000.00
Region IX	Zamboanga City	3,000,000.00
Region IX	Zamboanga del Norte	3,000,000.00
Region IX	Zamboanga del Sur	3,000,000.00
Region IX	Zamboanga Sibugay	2,000,000.00

<b>Region X</b>		
Region X	Bukidnon	3,000,000.00
Region X	Cagayan de Oro City	2,000,000.00
Region X	Camiguin	2,000,000.00
Region X	El Salvador City	1,500,000.00
Region X	Gingoog City	2,000,000.00
Region X	Iligan City	2,000,000.00
Region X	Lanao del Norte	2,000,000.00
Region X	Malaybalay City	2,000,000.00
Region X	Misamis Occidental	2,000,000.00
Region X	Misamis Oriental	3,000,000.00
Region X	Oroquieta City	1,500,000.00
Region X	Ozamis City	2,000,000.00
Region X	Tangub City	1,500,000.00
Region X	Valencia City	2,000,000.00

## 2018 HRD Allocation, by Division

Region	Division	HRD Funds for Downloading per Division
<b>Region XI</b>		
Region XI	Compostela Valley	3,000,000.00
Region XI	Davao City	3,000,000.00
Region XI	Davao del Norte	2,000,000.00
Region XI	Davao del Sur	3,000,000.00
Region XI	Davao Occidental***	2,000,000.00
Region XI	Davao Oriental	2,000,000.00
Region XI	Digos City	2,000,000.00
Region XI	Mati City	2,000,000.00
Region XI	Panabo City	2,000,000.00
Region XI	Samal City	2,000,000.00
Region XI	Tagum City	2,000,000.00

<b>Region XII</b>		
Region XII	Cotabato City	2,000,000.00
Region XII	General Santos City	2,000,000.00
Region XII	Kidapawan City	2,000,000.00
Region XII	Koronadal City	2,000,000.00
Region XII	North Cotabato	3,000,000.00
Region XII	Sarangani	2,000,000.00
Region XII	South Cotobato	2,000,000.00
Region XII	Sultan Kudarat	2,000,000.00
Region XII	Tacurong City	1,500,000.00

<b>Region XIII</b>		
Region XIII	Agusan del Norte	2,000,000.00
Region XIII	Agusan del Sur	2,000,000.00
Region XIII	Bayugan City	2,000,000.00
Region XIII	Bislig City	2,000,000.00
Region XIII	Butuan City	2,000,000.00
Region XIII	Cabadbaran City	1,500,000.00
Region XIII	Dinagat Island	2,000,000.00
Region XIII	Siargao	2,000,000.00
Region XIII	Surigao City	2,000,000.00
Region XIII	Surigao del Norte	2,000,000.00
Region XIII	Surigao del Sur	2,000,000.00
Region XIII	Tandag City	1,500,000.00

\*\*\*Funds for the Division of Davao Occidental shall be downloaded to the Division of Davao del Sur

## 2018 HRD Allocation, by Division

Region	Division***	HRD Funds for Downloading per Division
<b>ARMM</b>		
ARMM	Basilan	2,000,000.00
ARMM	Lamitan City	1,500,000.00
ARMM	Lanao del Sur I-A	2,000,000.00
ARMM	Lanao del Sur I-B	2,000,000.00
ARMM	Lanao del Sur II-A	2,000,000.00
ARMM	Lanao del Sur II-B	2,000,000.00
ARMM	Maguindanao I	2,000,000.00
ARMM	Maguindanao II	2,000,000.00
ARMM	Marawi City	2,000,000.00
ARMM	Sulu	2,000,000.00
ARMM	Sulu II	2,000,000.00
ARMM	Tawi-tawi	2,000,000.00

<b>CAR</b>		
CAR	Abra	2,000,000.00
CAR	Apayao	2,000,000.00
CAR	Baguio City	2,000,000.00
CAR	Benguet	2,000,000.00
CAR	Ifugao	2,000,000.00
CAR	Kalinga	2,000,000.00
CAR	Mt. Province	2,000,000.00
CAR	Tabuk City	2,000,000.00

\*\*\*Funds for Schools Division Offices in the ARMM Region shall be through obligation request / transfer of funds

**2018 HRD Allocation, by Division**

<b>Region</b>	<b>Division</b>	<b>HRD Funds for Downloading per Division</b>
<b>NCR</b>		
NCR	Caloocan City	3,000,000.00
NCR	Las Piñas City	2,000,000.00
NCR	Makati City	2,000,000.00
NCR	Malabon City	2,000,000.00
NCR	Mandaluyong City	2,000,000.00
NCR	Manila	3,000,000.00
NCR	Marikina City	2,000,000.00
NCR	Muntinlupa City	2,000,000.00
NCR	Navotas City	2,000,000.00
NCR	Parañaque City	2,000,000.00
NCR	Pasay City	2,000,000.00
NCR	Pasig City	2,000,000.00
NCR	Quezon City	3,000,000.00
NCR	San Juan City	1,500,000.00
NCR	Taguig and Pateros	2,000,000.00
NCR	Valenzuela City	2,000,000.00

GUIDELINES FOR THE 2018 HRD FUNDS RELEASED TO THE REGIONAL OFFICES AND SCHOOLS  
DIVISION OFFICES

**A. Fund support for presentations of research work in international conferences, workshops, seminars, or fora**

1. Objectives

These guidelines aim to provide DepEd personnel:

- a. Opportunities to present their research in local or international conferences, workshops, seminars or fora;
- b. Opportunities to exchange ideas and learn from peers and experts;
- c. Support and encouragement in the development of their research skills

2. Eligibility

Any DepEd teaching and non-teaching personnel in schools and learning centers as well as teaching personnel who are performing managerial, administrative, and/or supervisory role in the schools divisions and regional offices who holds a permanent position and is not on leave is qualified to receive fund support for participation in an international conference, workshop, seminar or forum.

Priority will be given to applicants/presenters who are:

- a. Lead authors or researchers of the paper to be presented; or
- b. Members of an international research team.

Additionally, those applying for support in international conferences, workshops, seminars or fora must have shared their research locally (either in a school LAC session, division LAC session; national workshop, conference, seminar or forum).

3. Financial Subsidy

Based on their evaluation, the Screening Committee may recommend a subsidy of up to 100% of the total cost of participation in the conference, seminar, workshop or forum. This will cover registration fees and travel expenses (local and international transportation expenses, per diem or daily subsistence allowance and other incidental expenses) not exceeding the actual days of the activity plus travel dates. The subsidy will not cover expenses relative to visa fees, travel insurance, passport application and processing of travel clearance.

4. Selection Criteria

a. Subject Matter

Presentations should be related to the specialization of the paper presenter and/or a product of research done at the school or division or region. The presentation should have been submitted in response to a call for submission by the organizer and have undergone peer review.

Only one (1) delegate may attend per paper or title accepted.

Participation is defined as being a presenter in:

- a.1. a paper presentation
- 1.2. a poster presentation

b. Organizer

The conference, workshop, seminar or forum must be sponsored or organized by internationally recognized institutions or by reputable universities that issued a call for paper submissions and subjects the submitted papers through peer review.

A reputable university, organization or institution is known for its leadership, best practices support and/or training for a particular field or fields. Information about its scholarly and educational activities is available.



The conference, workshop, seminar or forum has been regularly held for a number of years and information about previous activities is available.

- c. Venue  
Preference is given to conferences, seminars, workshops or fora in Southeast Asia.
  - d. Re-applying grantees  
Previous applicants can re-apply, but must not have been a recipient of this fund support in the last two years prior to application.
  - e. DepEd personnel who have been invited to chair a session, chosen as conveners and/or rapporteurs of a session, or recommended to attend short-term courses are not eligible for this support fund.
  - f. The support fund shall not be used for study visits for the purpose of educational benchmarking with other countries.
5. To apply for the subsidy, the following must be submitted:
- a. A letter of interest to avail of the subsidy
    - i. For regional office (RO) personnel, addressed to Regional Director (RD) recommending approval the Division Chief
    - ii. For schools division office (SDO) personnel, the letter shall be addressed to the Regional Director recommending approval the Schools Division Superintendent
    - iii. For personnel in schools, the letter shall be addressed to the Schools Division Superintendent recommending approval the School Head
  - b. Abstract of the paper
  - c. Full paper to be presented
  - d. Official letter from the organizer, containing name of presenter and title of accepted paper
  - e. Proof that accepted paper had undergone peer review
  - f. Information about the conference and the conference organizers including history and track record (number of years the conference has been organized), board members, contact person for the conference, email address and website.
6. Applications for subsidy must be submitted at least three (3) months in advance or based on the schedule provided by the RO or SDO to allow for evaluation and processing of all documents.
7. Upon completion of travel, the grantee must submit a post-travel report within one (1) month after the conference, which shall include:
- a. A short write-up about the conference (which may be used for press release), feedback on the paper presented, and future directions for the research;
  - b. Photocopy of the cover of the conference program and relevant pages about the presentation; and
  - c. Two to three (2-3) photographs of the presentation
8. Screening Committee
- a. The RO and SDO shall establish a Screening Committee or designate the Research Committee described in DepEd Order No. 16 s. 2017 Research Management Guidelines (pages 4-6), to evaluate the applications for support fund.
  - b. The Committee will prepare a schedule for grant to ensure that there are opportunities for subsidies all year. Refer to sample schedule below:
- | Activity                            | First Semester (Jan.- June) | Second Semester (July-Dec.) |
|-------------------------------------|-----------------------------|-----------------------------|
| Deadline of Application             |                             |                             |
| Committee Evaluation                |                             |                             |
| Posting and Notification of Results |                             |                             |
- The RO and SDO shall disseminate the Schedule for Grant and where to submit application.
- c. The Committee shall monitor and receive the post-travel report. It also prepares a summary of the recipients and submits to NEAP-Central Office for database.
9. The applicant shall not receive funding support for the same item. For example, if the organizer waived the registration fee, then DepEd will no longer provide for this item. Similarly, if supported by DepEd Funds (e.g. Basic Education Research Fund), the applicant shall not receive subsidy from HRD funds for that expense item.

10. These guidelines by no means prevent the applicant from seeking subsidy from within DepEd (e.g. BERF) or outside DepEd. Requests for subsidy from those sources shall follow the guidelines for that particular source.

**B. Fund support for presentations of research work in local conferences, workshops, seminars, or fora**

1. The fund shall support only the registration fee of the presenter.
2. The fund support follow the same procedure as outlined in Part A: Fund support for presentations of research work in international conferences, workshops, seminars, or fora

Annex 4

MONITORING AND EVALUATION FRAMEWORK

	Central Office/ Bureau	Region	Division
<b>OUTPUT</b>	<p>NTOT conducted/ No. of trainers trained</p> <p>No. of NTOT Training Designs and Resource Packages developed</p> <p>No. of Mass Trainings monitored</p>	<p>No. of teachers trained and provided with support in professional conferences</p> <p>No. of Schools Divisions provided with TA on LAC implementation</p>	<p>No. of teachers trained and provided with support in professional conferences</p> <p>No. of Schools provided with TA on LAC sessions</p>
<b>Performance Indicator</b>	<p>100% of targeted no. of trainers trained</p> <p>100% of NTOT and MTOTs have training designs and supported by resource Packages developed for each of the trainings</p> <p>NTOTs rated at least 90% in the QAME mechanism</p>	<p>100% of targeted no. of teachers trained</p> <p>at least 50% of applications for support approved</p> <p>At least 80% of schools divisions provided with TA on LAC implementation</p>	<p>100% of targeted no. teachers trained</p> <p>At least 80% of schools provided with TA on LAC sessions</p>
<b>Means of Verification</b>	<p>List of Participants</p> <p>Training Designs</p> <p>Session Guides</p> <p>Handouts/ Slide Decks</p>	<p>List of participants to the trainings conducted</p> <p>List of applications with corresponding actions</p> <p>Report on TA provided to schools divisions</p>	<p>List of participants to the trainings conducted</p>
<b>OUTCOME</b>	<p>No. of teachers improving their professional practice</p>	<p>No. of Teachers improving their practices informed by career stages of the PPST</p> <p>No. of Schools Divisions with improved and functional TA on LAC implementation</p>	<p>No. of Schools with improved and functional LACs</p> <p>No. of Teachers improving their practices informed by career stages of the PPST</p>
<b>Performance Indicator</b>	<p>PPST assessment results (RPMS, other forms)</p>	<p>50% of teachers moving from one career stage to another</p>	<p>60% of schools evaluated as having functional LACs</p>

		80% of schools divisions with functional TA mechanism on LAC in schools	50% of teachers moving from one career stage to another
<b>Means of Verification</b>	Regional and Division Report on the implementation of the MTOT	PPST Assessment Results  Report on TA provided by Schools Divisions to Schools	Evaluation Results  PPST Assessment Results
<b>IMPACT</b>	No. of schools, schools divisions and regions improving their learning outcomes	No. of schools with improved and functional LAC	Improved learning outcomes
<b>Performance Indicator</b>	Assessment results	60% of schools evaluated as having functional LACs	75% learners in the division attaining at least 75% mastery of required competencies in tested learning areas and grades
<b>Means of Verification</b>	PPST Assessment Results	Evaluation Results	Learner Assessment Results