



Republic of the Philippines
Department of Education

DepEd O R D E R
No. **28**, s. 2017

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**GUIDELINES ON THE ALLOCATION AND UTILIZATION OF THE HUMAN
RESOURCE TRAINING AND DEVELOPMENT FUNDS**

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

1. The Department of Education (DepEd) strongly supports capacity building activities which are meant to enhance the knowledge and skills of the teaching and non-teaching personnel of the Department towards a more effective and efficient delivery of basic education services.
2. Acknowledging the need to build manpower capability, the DepEd has been allocating funds for training and professional development activities of the Central Office units, Regional Offices, Schools Division Offices, and schools or learning centers under the Human Resource Training and Development (HRTD) Funds.
3. These guidelines shall serve as a guide in the availment, release, utilization, liquidation, monitoring, and reporting of the HRTD Funds.
4. All existing DepEd Orders and Memoranda inconsistent with this policy are rescinded. These guidelines shall remain in force and effect, unless sooner repealed, amended, or rescinded.
5. Immediate dissemination of and strict compliance with 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
BUREAUS AND OFFICES
EMPLOYEES
FUNDS

OFFICIALS
POLICY
TRAINING PROGRAMS

(Enclosure No. 1 to DepEd Order No. 28, s. 2017)

**IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION
OF THE HUMAN RESOURCE TRAINING AND DEVELOPMENT FUNDS**

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IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION OF THE HUMAN RESOURCE TRAINING AND DEVELOPMENT FUNDS

1. Rationale

Pursuant to its goal of providing every Filipino with access to quality basic education, the Department of Education (DepEd) is mandated to undertake programs, projects, and activities (PAPs) aimed towards the continuing professional development of its teaching and non-teaching personnel. Such PAPs shall utilize the Human Resource Training and Development (HRTD) Funds.

2. Scope

These guidelines shall apply to PAPs geared towards the continuing professional development of regular or permanent teaching and non-teaching personnel.

3. Definition of Terms

For purposes of these guidelines, the following terms shall be understood to mean as follows:

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 much shorter in lifespan than either programs or projects. Activities may be initiated by the Central Office (CO), Regional Offices (ROs), Schools Divisions 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.

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 *Continuing Professional Development Act*).

Non-teaching personnel – 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, Governance of Basic Education Act of 2001*)

Peer review – evaluation of submitted research paper by other people in the same field for quality of the scholarship

Permanent position – 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 provisions of law, rules and standards promulgated in pursuance thereof. This includes all levels of positions. *(As amended by CSC MC No. 15, s. 1999)*

Portfolio Manager – the person managing the entire portfolio of DepEd is the Secretary who provides directions and strategies in the use of budget in the basic education sector. The Undersecretary or Assistant Secretary is delegated to take on a portfolio manager role in governing a range of programs, activities, and projects; addressing collective specific constraints; and ensuring attainment of deliverables and results. In a delivery unit context, a portfolio manager monitors and measures portfolio success in terms of performance of its components and provides input for portfolio decisions.

Professional Development – activities that develop an individual's skills, knowledge, expertise and other characteristics. It is a long-term process that includes regular opportunities and experiences planned systematically to promote growth and development in the profession. (OECD, 2009; UNESCO, 2003).

Programs – are strategic interventions anchored on DepEd's mandate, goals and national policies such that implementation of programs constitute or support 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.

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 any 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.

Teaching personnel – persons engaged in teaching in the elementary and secondary levels (junior high school 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 standards setting, policy and programs formulation, research and sector monitoring and evaluation. (*IRR of RA 9155, Governance of Basic Education Act of 2001*)

4. Policy Statement

DepEd supports the continuing professional development of all its personnel towards the pursuit of providing quality education. It strives to equitably provide resources for various offices and units that will enable them to carry out learning and development activities for their respective personnel.

5. Allocation of HRTD Funds

The HRTD Funds are allocated for the continuing professional development of the DepEd's teaching and non-teaching personnel. It shall be composed of two budgetary items:

- 5.1. HRTD Funds for PAPs that are centrally-managed and for sub-allotment later on to ROs or SDOs (pages 4-5 of DepEd Order No. 9, s. 2017 entitled *Implementing Guidelines on the Release and Use of Funds for Fiscal year 2017*). Details of sub-allotment to ROs and SDOs are contained in Annexes 1 and 2; and
- 5.2. In-Service Training (INSET) Funds, as stated in Annex A, (pages 4-5 of DepEd Order No. 9, s. 2017). The INSET Funds are given in recognition of the unique needs of the schools or learning centers and SDOs which will be used for the professional development of teachers, school heads, supervisors, and other non-teaching personnel in the schools and SDOs.

6. Eligible Activities and Expenses

6.1. The HRTD Funds shall be used for activities related to the following

6.1.1. professional development of regular or permanent teaching and non-teaching personnel across DepEd offices or units. This is in order to be effective in carrying out their responsibilities and duties and in the delivery of the mandate of their respective offices. Activities under this may be related to any of, but not limited to, the following:

- a. training and/or retooling activities organized by the DepEd
- b. participation to training or professional development activities organized by external institutions. Approval of participation in the activity is based on the office or unit needs and authorized by the portfolio manager or concerned official
- c. technical assistance to and training for ROs, SDOs, and schools on the conduct of learning action cell (LAC) sessions
- d. implementation of programs that support DepEd's mission

6.1.2. presentation of research work in international conferences, workshops, seminars or fora, subject to guidelines stated in Annex 3.

6.1.3. development, production and reproduction of LAC training materials, session guides, and video-lectures that have undergone quality assurance.

6.2. The Division INSET funds shall be used for professional development of its teaching and non-teaching personnel in schools and SDOs. It shall also be used to supplement the needed funds for participation of teaching and non-teaching personnel to CO- or RO-managed trainings and workshops. The training activities

conducted by the division shall be supported by competency needs analysis.

6.3. The allowable expenses are:

- 6.3.1. 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 of the Allocation of Funds for Venue, Meals and Snacks, and Accommodation for Official Activities Organized and Conducted by the Department of Education*
- 6.3.2. payment of service providers or institutions as provided for in the approved contract of service or Memorandum of Agreement signed by the Secretary or Undersecretary or Director
- 6.3.3. transportation cost and per diem of resource persons and management team
- 6.3.4. supplies and materials at a standard cost
- 6.3.5. 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
- 6.3.6. contingency allowance to cover payment of miscellaneous or incidental expenses
- 6.3.7. other expenses in support of 6.1. are eligible as long as the expenses are classified under Maintenance and Other Operating Expenses (MOOE)

6.4. Ineligible expense items shall include

- 6.4.1. purchase of capital outlay items
- 6.4.2. payment of subscriptions (internet connection, cable TV, satellite TV subscription and reading materials)
- 6.4.3. operational expenses such as payment of utilities (water, electricity, janitorial, clerical and security services) funded by regular MOOE
- 6.4.4. hiring and payment of salaries of additional staff

6.5. All expenses shall be subject to the usual accounting and auditing rules and regulations.

6.6. Procurement of products and services shall strictly follow the appropriate provisions of the Republic Act No. 9184 (*Procurement Law*) and its Implementing Rules and Regulations, specifically:

6.6.1. Procurement may commence without the issuance of the Sub-Allotment Release order (sub-ARO) but short of award, per Department of Budget and Management (DBM) Circular Letter 2010-9 on the *Guidelines Directing Agencies to Expedite the Implementation of their Procurement Activities*.

6.6.2. Awarded contracts are deemed obligated only upon the end user's submission of the Obligation Request and Status (ORS) and the notarized

contract.

- 6.6.3. 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).
- 6.6.4. To ensure that resources are maximized, using DepEd facilities, such as the Regional Education Learning Centers (RELCs) or National Educators Academy of the Philippines (NEAP-R), ECOTECH Center, and Baguio Teachers Camp and other government-owned venues is highly encouraged.
- 6.7. Training funds from development partners or other donors shall follow the terms of agreement between the Department and the donor.

7. Availment, Release, Utilization and Liquidation

7.1. Central Office

7.1.1. Preparation of Allocation and Availment of HRTD Funds by Office or Unit

- a. The Director or Head of Office shall submit to the respective Portfolio Manager a training proposal composed of the following requirements: program profile, training design, implementation arrangements, monitoring and evaluation mechanism, and budget estimate by January 31 of each year, prior to the submission of DepEd's proposed budget.
- b. The Portfolio Manager, in coordination with NEAP, shall serve as the clearing house for training proposals.
- c. The training proposal shall then be endorsed by the Portfolio Manager to the Planning Service (PS) for final review as to appropriateness and completeness. The PS shall also ensure that there are no duplications in the activities. After PS reviews and checks, they shall consolidate all the proposed activities charged against HRTD.
- d. The consolidated activities shall be submitted to the Budget Division to be incorporated in the DepEd's proposed budget before submission to the DBM.
- e. 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.
- f. In case the approved HRTD in the General Appropriations Act (GAA) is lower than the proposed budget, proponents shall prioritize their activities and present to the Budget Committee (BudCom) members their prioritization list. Afterwards, the members of DepEd's Executive Committee (Execom) shall meet to discuss and approve the priority programs which will be charged against HRTD.
- g. 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 HRTD and in their Project Procurement Management Plan (applicable activities only).

- h. Except for FY 2017, the complete procedures outlined above will be used for availment of HRTD Funds in the succeeding years.

7.1.2. Procedure in the Release of Funds

- a. 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 to trigger 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*.
- b. For activities charged against HRTD 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. The proponent shall also identify which activities shall be reprogrammed or deferred for implementation to give way for the proposed new activity.
- c. The template, process and workflow involved in the approval of an AR and ATC shall follow DepEd Order No. 9, s. 2017 *Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2017*.

7.1.3. Utilization and Liquidation

- a. Use of the funds shall be consistent with the existing accounting and auditing rules and regulations and internal policies of the DepEd.
- b. Cash advance/s should be liquidated immediately and any unexpended balance should be refunded within five (5) days after the conduct of the activity.

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

7.2. Regional HRTD Funds

- 7.2.1. The HRTD Funds which will be downloaded to ROs shall serve as the fund support for RO and SDO personnel for
 - a. presentation of research work in international and local conferences, workshops, seminars or fora, subject to guidelines stated in Annex 3
 - b. transportation cost and per diems of RO and SDO participants to CO- and RO-managed trainings and workshops
 - c. provision of technical assistance on the conduct of LAC sessions
 - d. implementation of programs that support the DepEd's mission
 - e. conduct of Curriculum and Learning Management Division (CLMD) - Curriculum Implementation Division (CID) conferences
 - f. conduct of RO - SDO conferences

7.2.2. Specific guidelines on the conduct of the ROs on the above activities are

detailed in Annex 3.

7.2.3. The Regional Director (RD) shall take on the role of a Portfolio Manager who will provide directions and strategies in the use of the HRTD Funds downloaded to his/her region.

7.2.4. The ROs, upon receipt of Sub-ARO, shall request from DBM-Regional Office concerned the corresponding cash requirement or Notice of Cash Allocation, supported by their Monthly Disbursement Program (MDP).

7.2.5. The use of HRTD Funds downloaded to the region shall be based on the competency needs of the teaching and non-teaching personnel and shall be consistent with the existing accounting and auditing rules and regulations and internal policies of the DepEd.

7.2.6. Request for additional funding

- a. The RD shall submit the request for funding addressed to the appropriate Portfolio Manager in the Central Office one year ahead of the submission of the DepEd's budget to DBM or on or before January 31 before the DBM's budget call for the following year. The request shall include proposal, program profile, training design, implementation arrangements and budget estimate.
- b. The proposal shall be forwarded to concerned office for review. The concerned office (e.g. Bureau and/or NEAP) shall provide recommendation as to the feasibility and relevance of the proposal and endorse the same to the Portfolio Manager.
- c. The Portfolio Manager, in consultation with the Undersecretary for Finance, shall take appropriate action (approve, disapprove or recommend revision) based on the recommendations.
- d. The Portfolio Manager shall endorse approved proposals, including those recommended for approval with minor revisions, to the following:
 - d.1. Regional Director, for information on the action taken and next steps to avail the HRTD funds
 - d.2. PS and concerned CO units for the monitoring and evaluation of the training program and fund utilization.
- e. Disapproved proposals shall be returned by the Portfolio Manager with comments, recommendations, suggestions for consideration and guidance within 30 working days.

7.3. Division HRTD Funds

7.3.1. The HRTD Funds that will be downloaded to SDOs shall serve as the fund support for teaching, related teaching and non-teaching personnel at the school level, specifically for:

- a. presentation of research work in international and local conferences, workshops, seminars or fora, subject to guidelines stated in Annex 3
- b. transportation cost and per diems to CO- and RO-managed trainings and workshops
- c. provision of technical assistance to schools on conduct of LAC sessions

- d. implementation of programs that support the DepEd's mission
- e. development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance on emphasis programs, SUCH AS:
 - e.1. the least learned skills based on the National Achievement Test (NAT) results
 - e.2. preventive drug education for teens
 - e.3. gender and development for teachers
 - e.4. teen hub and counselor development programs

7.3.2. Specific guidelines on the conduct of the ROs on the above activities are detailed in Annex 3.

7.3.3. The Schools Division Superintendent shall take on the role of a Portfolio Manager who will provide directions and strategies in the use of the HRTD Funds downloaded to his/her division, in consultation with the RD.

7.3.4. The SDOs, upon receipt of Sub-ARO, shall request from DBM-Regional Office concerned the corresponding cash requirement or Notice of Cash Allocation, supported by their Monthly Disbursement Program (MDP).

7.3.5. The use of HRTD Funds downloaded to the division shall be based on the competency needs of the teaching and non-teaching personnel and shall be consistent with the existing accounting and auditing rules and regulations and internal policies of the DepEd.

8. Monitoring and Evaluation

8.1. Each head of office at the CO, RO, or SDO level shall be responsible in monitoring program implementation.

8.2. The new Program Management Information System (PMIS) shall be used as a tool to closely monitor the progress and implementation of various programs, activities and projects.

8.3. All offices shall comply with the reporting requirements contained in National Budget Circular (NBC) No. 567, s. 2017 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.

9. Effectivity/Transitory provision

All existing DepEd Orders and Memoranda inconsistent with this policy are rescinded. These guidelines shall be in force and in effect starting FY 2017 unless sooner repealed, amended, or rescinded.

10. References

Commission on Audit (COA) - Department of Budget and Management (DBM) Joint Circular No. 2014-1. *Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)*.

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

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

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

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

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

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. 9, s. 2017 *Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2017*.

DepEd Order No. 15, s. 2017 *Guidelines of 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. 16, s. 2017 Research Management Guidelines.

General Accounting and Auditing Manual Volume 1.

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

National Budget Circular (NBC) No. 567, s. 2017. *Guidelines on the Release of Funds for FY 2017*.

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

Republic Act No. 9184 (Procurement Law) and its Implementing Rules and Regulations.

Republic Act. No. 10912 *Continuing Professional Development Act*.

2017 HRTD Allocation

Particulars	Allocation
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
NIR*	20,000,000.00
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

* Pending any issuance on the contrary, the DepEd Negros Island Regional Office shall continue operations in FY 2017 and therefore be provided with HRTD Funds which will be downloaded to the Division of Negros Oriental.

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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
Region I		
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	Urduy City	2,000,000.00
Region I	Vigan City	1,500,000.00

Region II		
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

Region III		
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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
Region IV-A		
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

Region IV-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

Region V		
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	Legazpi 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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
Region VI		
Region VI	Aklan	2,000,000.00
Region VI	Antique	3,000,000.00
Region VI	Capiz	2,000,000.00
Region VI	Guimaras	2,000,000.00
Region VI	Iloilo	4,000,000.00
Region VI	Iloilo City	2,000,000.00
Region VI	Passi City	1,500,000.00
Region VI	Roxas City	2,000,000.00

NIR		
NIR	Bacolod City	2,000,000.00
NIR	Bago City	2,000,000.00
NIR	Bais City	1,500,000.00
NIR	Bayawan City	2,000,000.00
NIR	Cadiz City	2,000,000.00
NIR	Dumaguete City	1,500,000.00
NIR	Escalante City	2,000,000.00
NIR	Guihulngan City	2,000,000.00
NIR	Kabankalan City	2,000,000.00
NIR	La Carlota City	1,500,000.00
NIR	Negros Occidental	3,000,000.00
NIR	Negros Oriental	3,000,000.00
NIR	Sagay City	2,000,000.00
NIR	San Carlos City	2,000,000.00
NIR	Silay City	2,000,000.00
NIR	Tanjay City	2,000,000.00

Region VII		
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	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 City	2,000,000.00
Region VII	Toledo City	2,000,000.00

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
Region VIII		
Region VIII	Baybay City	2,000,000.00
Region VIII	Biliran	2,000,000.00
Region VIII	Borongan City	1,500,000.00
Region VIII	Calbayog City	2,000,000.00
Region VIII	Catbalogan 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

Region IX		
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

Region X		
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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
Region XI		
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

Region XII		
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 Cotabato	2,000,000.00
Region XII	Sultan Kudarat	2,000,000.00
Region XII	Tacurong City	1,500,000.00

Region XIII		
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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
ARMM****		
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
CAR		
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

HRTD Allocation, by Division

Region	Division	HRTD Funds for Downloading per Division
NCR		
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 HRTD FUNDS DOWNLOADED TO REGIONAL OFFICES AND
SCHOOLS DIVISION OFFICES**

**A. Fund support for presentation 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; and,
- c. support and encouragement in the development of their research skills.

2. Eligibility

Any DepEd personnel 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;
- b. graduates of Masters or Doctoral studies who are sharing their work based on their thesis or dissertation; or
- c. 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 delegate may attend per paper or title accepted.

Participation is defined as being a presenter in:

- a.1. a paper presentation
- a.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 the subsidy
 - i. for DepEd personnel in the School Division Offices (SDO), the letter shall be addressed to the Regional Director and noted by the School Division Superintendent (SDS);
 - ii. for DepEd personnel in schools, the letter shall be addressed to the SDS and noted by 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
 - g. estimated budget for attendance to the conference, workshop, seminar, or forum
6. Applications for the subsidy must be submitted at least 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 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 photographs of the presentation.
8. Screening Committee
- a. The RO and SDO shall establish a Screening Committee or designate the Research Committee described on pages 4-6 of *DepEd Order No. 16, s. 2017 Research Management Guidelines*, 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:

	1st Semester (Jan-June)	2nd Semester (July-December)
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. Example, if the organizer waived the registration fee, then the DepEd will no longer provide for this item. Similarly, if supported by DepEd funds (example Basic Education Research Funds), the applicant shall not receive sponsorship for that expense item.
10. These guidelines by no means prevent the applicant from seeking subsidy from inside DepEd (ex. BERF) or outside DepEd. Requests for subsidy from those sources shall follow the guidelines for that particular source.

B. Fund support for presentation 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 shall follow the same procedures as outlined in *Part A: Fund support for presentation of research work in international conferences, workshops, seminars or fora*

C. Implementation of programs that support the DepEd mission

1. Based in the RO and under the Office of the RD
2. The programs are not in contradiction with or duplication of CO programs
3. Outline of the program should have the following at the minimum:
 - a. Rationale for the category
 - b. How each category supports the 10-point Education agenda for 2016-2022
 - c. Deliverables for each category
 - d. Target beneficiaries of the PAP
 - e. Process of accessing the funds
 - f. Process of reporting progress and finances