



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 13, 2023

REGION MEMORANDUM
NEAP-2023-013

UTILIZATION OF THE DOWNLOADED HRD FUNDS FOR THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

To: Schools Division Superintendents

1. Relative to the conduct of the **Induction Program for Beginning Teachers (IPBT)- Completion of Self-Paced Coursebooks**, the National Educators Academy of the Philippines has downloaded funds to the region for direct release to all Schools Division Offices (SDOs).
2. The allocation per schools division office, based on the released memorandum DM-OUHROD-2022-0183, are as follows:

Schools Division Office	No. of Participants	Frequency of Allocations (Months)	Allocation per month	Total amount submitted
Cotabato	344	6	300	619,200.00
General Santos City	156	6	300	280,800.00
Kidapawan City	41	6	300	73,800.00
Koronadal City	39	6	300	70,200.00
Sarangani	176	6	300	316,800.00
South Cotabato	345	6	300	621,000.00
Sultan Kudarat	178	6	300	320,400.00
Tacurong City	24	6	300	43,200.00
TOTAL AMOUNT				P2,345,400.00

3. The funds are intended for the reimbursement of the communication expenses incurred by the participants for the completion of the self-paced coursebooks of the IPBT following the computation below:

$$\text{PhP } 300.00 \times 6 \text{ months} = 1800.00 \text{ per participant}$$

4. To request for their reimbursement, the participants shall submit their reimbursement documents to the SDO following the pertinent accounting and auditing rules and regulations.



Address: Qurino Avenue, Brgy. Dadiangas East, General Santos City
Telefax No.: (083) 552 6134
Website: depedroxii.org
Email: neap.ro12@deped.gov.ph





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5. The SDOs may also opt to use the allocation for the conduct of capability building of IPBT trainers, Learning Action Cell (LAC) activities, or other undertaking related to IPBT provided that the participants are newly-hired teachers and the provisions of DepEd Order No. 030, s.2021, “*Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*”, be followed.
6. In utilizing the funds for IPBT-related activities, the following steps must be considered:
- a. The program proponent shall prepare a program proposal and submit it to the Schools Division Superintendent (SDS), as the Portfolio Manager of the HRD Fund in the SDO.
 - b. The SDS shall then review the proposal and check the purpose of the activity, the program design, mode of delivery, the targeted participants, the allocation given for each expenditure item, the computation of the budget, among others.
 - c. The SDS shall approve the proposal and return it to the proponent.
 - d. The program proponent shall then prepare the Activity Request (AR)/Authority to Conduct (ATC).
 - e. The program proponent shall conduct the activity based on the approved AT/ATC.
 - f. The program proponent shall prepare and upload their physical and financial report to the PMIS.
 - g. The SDO shall report the utilization of the downloaded funds during the conduct of the PIR.
7. All SDOs are required to report the status of the utilization of the fund using the template in **Enclosure 1** to NEAP R-XII on or before **March 31, 2023**.
8. To facilitate the implementation of the process, **a virtual orientation with the HRDS-SEPSs and RO and SDO accountants will be conducted on February 22, 2023, 2:00 p.m.**, for an in-depth discussion of the utilization of HRD Funds. Link will be sent through the HRDS-SEPSs before the said date.





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9. For inquiries and clarifications, please email to neap.ro12@deped.gov.ph or may contact directly Maricel B. Dignadice, Education Program Specialist II, through maricel.bacaling@deped.gov.ph.
10. For the information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DM-OUHROD-2022-0183

Allotment: Downloaded IPBT Fund

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

ALLOCATION

FUNDS

PROGRAMS

TEACHERS

MBD/HRDD-NEAP/RM/UTILIZATION OF THE DOWNLOADED HRD FUNDS FOR THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)/014/February 13, 2023



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Enclosure to Region Memorandum NEAP-2023-013

FUND UTILIZATION REPORT

Induction Program for Beginning Teachers
 Completion of Self-Paced Coursebooks

The budget downloaded was used for the reimbursement of the communication expenses incurred by the participants.

Number of Participants : _____
 Number of Request for Reimbursement Received : _____
 Total Amount Disbursed/ Utilized : _____

The budget downloaded was utilized by the DepEd Regional Office for the conduct of IPBT-related activities.

Title of the Activity : _____				
Particulars	Quantity	Rate	Frequency	Subtotal
1 Board and Lodging				
Participants				
Program Management Team				
2 Contingency				
3 Supplies				
Participants				
Program Management Team				
4 Travel Expenses				
Participants				
Program Management Team				
TOTAL				





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<input type="checkbox"/> The budget downloaded was utilized by the Schools Division Office for the conduct of IPBT-related activities.				
Title of the Activity		:		
Particulars	Quantity	Rate	Frequency	Subtotal
1 Board and Lodging				
Participants				
Program Management Team				
2 Contingency				
3 Supplies				
Participants				
Program Management Team				
4 Travel Expenses				
Participants				
Program Management Team				
TOTAL				

