



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 22, 2024

REGION MEMORANDUM
NEAP-2024-035

**GUIDELINES ON THE UTILIZATION OF FY 2024 HUMAN RESOURCE
DEVELOPMENT (HRD)- INSET FUND AND PSF**

To: Schools Division Superintendents
All Others Concerned

1. In reference to DM-OUHROD-2024-0427 re *Guidelines on the Utilization of FY 2024 Human Resource and Development (HRD) Fund*, **all Schools Division Offices (SDOs) are directed to strictly adhere to the guidelines on the utilization of HRD Funds, both for In-service Training (INSET) and Program Support Fund (PSF), set by this memorandum.**

2. The funds are intended for the conduct of programs, projects, and activities (PPAs) geared towards the continuing Professional Development (PD) of personnel in schools and learning centers. The utilization of funds shall be in accordance with the provisions of DepEd Order No. 030, s. 2021 titled *Multi-year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*. See enclosure for the allocation of funds per Schools Division Offices (SDOs).

3. The following references are supporting documents for the operationalization of DM-OUHROD-2024-0427. These can be downloaded from <https://bit.ly/FY2024HRDFundsGuidelines>.

- a. HRD-PSF Allocation
- b. Process of Fund Utilization
- c. Professional Development Program Proposal
- d. Quality Assurance Certificate Template
- e. List of Approved Professional Development Programs
- f. Certificate of Fund Allocation Template
- g. Fund Utilization Monitoring Report Form

4. **Relative to this, this region through the HRDD-NEAP shall conduct a virtual meeting on April 24, 2024 at 1:30 in the afternoon via MS Teams through <https://bit.ly/MeetingOnHRDFundsFY2024>. The expected participants are the following: RO Budget Officer, SGOD Chiefs or SGOD Supervisors, HRDS-SEPSs, and SDO Budget Officers.**

5. For inquiries and clarifications, please send an email to NEAP R-XII at neap.ro12@deped.gov.ph or contact directly Maricel B. Dignadice, Education Program Specialist II, through maricel.bacaling@deped.gov.ph.



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6. For the immediate information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference DM-OUHROD-2024-0427

Allotment: None

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

ALLOCATION

FUNDS

PROGRAMS

TEACHERS

MBD/HRDD-NEAP/RM/ GUIDELINES ON THE UTILIZATION OF FY 2024 HUMAN RESOURCE DEVELOPMENT (HRD)-
INSET FUND AND PSF/037/April 22, 2024



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