



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

May 20, 2024

REGION MEMORANDUM
NEAP-2024-045

**SUBMISSION OF PROGRAM IMPLEMENTATION PLAN (PIP) FOR FUND
ALLOCATION UNDER THE FY 2024 HRD – INSET FUND AND PSF**

To: Schools Division Superintendents
School Governance and Operations Division-HRDS

1. In reference to **DM-OUHROD-2024-0427** and **Region Memorandum NEAP-2024-035** titled **Guidelines on the Utilization of FY 2024 Human Resource and Development (HRD) Fund**, all Schools Division Offices through the Human Resource Development Section are requested to **submit the 2024 Program Implementation Plan** under the HRD Fund 2024 **on or before June 15, 2024**.
2. The **Program Support Fund (PSF)** and **In-Service Training (INSET)** Funds shall be allocated and downloaded for the following purposes:
 - a. Support the design, development, quality assurance and monitoring and evaluation, and implementation of Results-based Performance Management System (RPMS)-linked, needs-responsive, and school-based PD programs for public school teachers and school leaders, following the professional standards that are supportive of the implementation of the MATATAG Curriculum, such as but not limited to, the conduct of collaborative expertise sessions through Learning Action Cells (LACs) and school-based INSET;
 - b. Facilitate the conduct of induction programs for public school teachers and school leaders; and
 - c. Reinforce school-based capacity-building initiatives related to the National Learning Recovery Program such as the National Learning Camp, Catch-Up Fridays, National Reading Program, National Mathematics Program, and others.
3. The following activities may be charged against the FY 2024 PSF:
 - a. Design, development, and delivery of PD programs that are RPMS-linked, needs-responsive, school-based, and are aligned with the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS) aimed at improving teachers' and school leaders' practice supportive of the MATATAG Curriculum implementation;
 - b. Design, development, and delivery of orientation activities for induction programs for division and school implementers aimed at introducing the three-year program before the beginning of the school year and capacitating them in the roll-out of the program;
 - c. Development, production, and reproduction of LACs cum collaborative expertise sessions and/or training materials aimed at improving teachers' and school leaders' practice supportive of the MATATAG Curriculum implementation that have undergone quality assurance;



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- d. Provision of technical support to schools in the conduct of LACs through collaborative expertise sessions and INSET aimed at improving teachers' and school leaders' supportive of the MATATAG Curriculum implementation; and
 - e. Quality assurance and monitoring and evaluation activities for all developed and implemented PD programs aimed at improving teachers' and school leaders' practice supportive of the MATATAG Curriculum implementation.
4. The allowable expenses are the following:
- a. Board and lodging of participants, resource persons, and the management team, the use of function room/s, provision of an audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
 - b. Transportation cost and per diem of the participants, resource persons, and PD program management team;
 - c. Supplies and materials at standard cost, which may include the printing of training modules and activity sheets and purchase of paper materials, writing tools, and other training supplies as may be required;
 - d. Professional fees or honoraria of non-DepEd resource persons subject to DBM Circular No. 2007-510 titled Guidelines on the Grant of Honoraria to the Governing Boards of Collegial Bodies;
 - e. Contingency expenses relative to the conduct of the said program that are not indicated in the budget estimate but are necessary in the conduct of the activity; and
 - f. Other expenses in support of the aforementioned activities are deemed eligible provided these are classified under MOOE.
5. Further, **all field offices are precluded from charging programs and activities that are classified under the Program on Awards and Incentives for Service Excellence (PRAISE) and those falling under the Rewards and Recognition for employees to the FY 2024 HRD PSF and INSET Funds.**
6. See the following enclosures for your reference:
Enclosure 1: Allocation of funds per Schools Division Offices (SDOs)
Enclosure 2: Template of the Program Implementation Plan
7. For concerns and clarifications, contact **Henry Fritz H. Diaz, Senior Education Program Specialist – HRDD-NEAP**, through email henryfritz.diaz@deped.gov.ph.
8. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: As stated

Allotment: FY 2024 HRD Funds

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

PLAN PROGRAM

HFHD/HRDD-NEAP/RM- SUBMISSION OF PROGRAM IMPLEMENTATION PLAN (PIP) FOR FUND ALLOCATION UNDER THE FY 2024 HUMAN RESOURCE DEVELOPMENT (HRD) – INSET FUND AND PSF/046/May 20, 2024



Republic of the Philippines
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SOCCSKSARGEN REGION

Enclosure 1 to Region Memorandum NEAP-2024-045

ALLOCATION OF FUNDS PER SCHOOLS DIVISION OFFICES (SDOS)

Schools Division Office	Allocation
General Santos	1, 000, 000.00
Kidapawan City	1, 000, 000.00
Koronadal City	1, 000, 000.00
North Cotabato	1, 250, 000.00
Sarangani	1, 000, 000.00
South Cotabato	1, 000, 000.00
Sultan Kudarat	1, 000, 000.00
Tacurong City	750, 000.00



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum NEAP-2024-045

TEMPLATE OF THE PROGRAM IMPLEMENTATION PLAN

Key Result Area (Based on PPST/ PPSSH/PPSS)	Activity	Objective/ s	Activity Output/s	Mode of Delivery (In- person, Online, Blended)	Target Date of Conduct (Month)	Target Participants (Typology)	Physical Target	Allocation/ Estimated Budget
GRAND TOTAL:								
Prepared by: SEPS, HRDS EPS II, HRDS								
Reviewed by: Chief, School Governance and Operations Division								
Recommending Approval: Assistant Schools Division Superintendent								
Approved: Schools Division Superintendent								