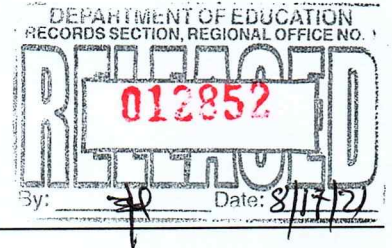




Republic of the Philippines
Department of Education
 Regional Office I



Office of the Regional Director

REGIONAL MEMORANDUM
 No. 903, s. 2021

AUG 17 2021

**SUBMISSION OF THE FINAL WORK AND FINANCIAL PLAN FOR FY 2021
 HUMAN RESOURCE DEVELOPMENT FUNDS FOR TEACHERS, SCHOOL
 LEADERS AND INSTRUCTIONAL LEADERS**

To: Schools Division Superintendents

1. The Department of Education envisions that all of its employees will be given with responsive and relevant professional development programs to effectively and efficiently deliver services to its clientele.
2. Anent to this, the department shall download to its respective field offices the Human Resource Development Funds for FY 2021. The allocation for each School Division Offices are as follows:

Division	Fund Allocation
Alaminos City	Php 750,000.00
Batac City	Php 750,000.00
Candon City	Php 750,000.00
Dagupan City	Php 1,000,000.00
Ilocos Norte	Php 1,000,000.00
Ilocos Sur	Php 1,000,000.00
La Union	Php 1,000,000.00
Laoag City	Php 750,000.00
Pangasinan I	Php 1,250,000.00
Pangasinan II	Php 1,250,000.00
San Carlos City	Php 1,000,000.00
San Fernando City	Php 750,000.00
Urdaneta City	Php 1,000,000.00
Vigan City	Php 750,000.00

3. The Schools Division Office are enjoined to submit their Final Work and Financial Plan relative to the said allocation thru this link: **tinyurl.com/WFPHRDFunds2021** on or before August 20, 2021. Further, they are advised to accomplish the online tool in the Google Sheet accessible thru: **tinyurl.com/HRDFundsRO1**.

4. It is reiterated that the allocation shall be utilized for the learning and development of teachers, school leaders and instructional leaders. Further, programs that shall be included in the HRD Fund must undergo the recognition procedures pursuant to DepEd Order No. 1, s. 2020 titled "Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders". The list of eligible activities and allowable expenses is attached.

DepEd Region 1: Built on character; empowered by competence.



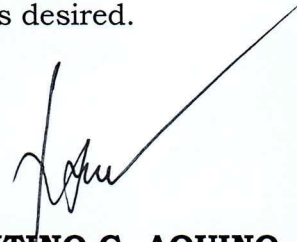
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Address: Flores St., Catbangan, City of San Fernando, La Union
 Telephone Number: (072) 607-8137 / 682-2324
 Email Address: region1@deped.gov.ph | Website: www.depedro1.com



5. For clarifications, you may contact the Human Resource Development Division thru: hrdd.region1@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO

Director IV



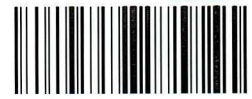
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE MANAGEMENT HUMAN RESOURCE

HRDD/DCB/hkmv/RM_HRDFunds2021
May 11, 2021



DepEd R01



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Attachment 1. Eligible Activities and Allowable Expenses

<p>Eligible Activities</p>	<ul style="list-style-type: none"> a. Professional Development of teachers and school leaders at various governance levels b. Provision of technical assistance to schools on the conduct of Learning Action Cell (LAC) sessions c. Development, enhancement and implementation of L&D Systems and programs related to professional development of teachers and school leaders d. Training program design development and training delivery (pursuant to DO 1, s. 2020) e. Development, production and reproduction of LAC training materials, session guides and video-lectures that have undergone quality assurance f. Cost of participation in the form of registration fees to professional development programs subject to the approval of the portfolio managers: <ul style="list-style-type: none"> - Registration fees to NEAP recognized Professional Development Program - Registration fees to professional development programs decided to be subsidized or supported to the approval of the portfolio manager (government or agency-initiated)
<p>Allowable Expenses</p>	<ul style="list-style-type: none"> a. Board and lodging of participants, resource persons and management team b. Payment of reasonably assessed fees to NEAP-Authorized Learning Service Providers or institutions on behalf of teacher and school leader beneficiaries for their participation in NEAP-recognized professional development programs/courses c. Payment of procured services to NEAP-Authorized Learning Service Providers or institutions provided for in the approved Contract of Service or Memorandum of Agreement signed by authorized signatories d. Transportation cost and per diem of the participants, resource persons and management teams e. Communication expenses for professional development activities utilizing the online mode of delivery (Php 50.00 per online training day) f. Supplies and materials at standard cost g. Professional fees or honoraria of non-DepEd resource persons h. Contingency expenses relative to conduct of the aforementioned activities that are not indicated in the budget estimate <p><i>** All expenses shall be subjected to pertinent accounting and auditing rules and regulations</i></p>