



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**  
 No. 506, s. 2025

**GUIDELINES ON THE UTILIZATION OF THE FY 2025 HUMAN RESOURCE DEVELOPMENT (HRD) FUND**

To: Schools Division Superintendents

1. This Office, through the National Educators Academy of the Philippines Region 1 (NEAP R1), announces the specific Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Fund based on DM-OUHROD-2025-0586.
2. All Schools Division Offices are directed to utilize their INSET Fund and Program Support Fund (PSF), whether current or continuing, to design, develop, quality assure, and implement targeted and needs-based professional development (PD) programs. The guideline is in line with DepEd Order No. 030, s. 2021 *Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund for Teachers and School Leaders*.
3. SDO PD program proponents must adhere to the quality standards stipulated in DepEd Memorandum No. 044, s. 2023 *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*. The SDOs must submit their PD program proposals to the NEAP R1 for evaluation.
4. To ensure the judicious use of HRD Funds as well as the efficient and effective implementation of PD programs, SDO HRDS SEPS or EPS II shall ensure the submission and regular updating of the electronic physical and financial accomplishment reports every 25<sup>th</sup> day of the month through the link <https://tinyurl.com/fy2025hrdfund>.
5. The DM-OUHROD-2025-0586 can be access through link: <https://tinyurl.com/FY2025HRDFundGuidelinesR1>.
6. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Reference: DM-OUHROD-2025-0586  
 Encl: As stated  
 To be indicated in the Perpetual Index  
 Under the following subjects:

TRAINING PROGRAMS

HRDD/kmmb/RM\_FY2025HRDFundGuidelines  
 April 8, 2025



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Enclosure

**FY 2025 Human Resource Development Fund In-Service Training  
for Teachers Fund (HRD INSET)**

Region	SDO	Allocation (in Php)
I		
	Alaminos City	1,070,000.00
	Batac City	637,000.00
	Candon City	664,000.00
	Dagupan City	1,255,000.00
	Ilocos Norte	6,026,000.00
	Ilocos Sur	8,481,000.00
	La Union	6,799,000.00
	Laoag City	910,000.00
	Pangasinan I	12,977,000.00
	Pangasinan II	10,739,000.00
	San Carlos City	1,906,000.00
	San Fernando City	817,000.00
	Urdaneta City	1,240,000.00
	Vigan City	509,000.00
	<b>Sub-Total</b>	<b>Php 54,030,000.00</b>



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