



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

AUG 13 2025

**REGIONAL MEMORANDUM**

No. 249 s. 2025

**MONTHLY MONITORING AND SUBMISSION OF HRD/HRTD  
FUND UTILIZATION REPORT**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

1. Attached is DM-OULS-2025-030 dated August 5, 2025, from the Office of the Undersecretary for Learning Systems regarding the Monthly Monitoring and Submission of HRD/HRTD Fund Utilization Report.
2. Attention is particularly invited to the procedures and responsibilities indicated in the said Memorandum, specifically paragraphs 3 and 4.
3. All Schools Division Offices, through the HRD Specialists and in coordination with the Budget Officers, shall submit the HRD/HRTD Fund Utilization Report using the template at <https://tinyurl.com/HRDFundMonthlyReport> and upload the SDS-signed copy to <https://tinyurl.com/yhc92hhs> on or before **August 14, 2025**.
4. For further queries, contact Angelita Socorro K. Caballo, OIC-Education Program Specialist II, HRDD at 0915-274-1206.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated

Reference: None

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

REPORTS

MONITORING AND EVALUATION

FUNDS

RLB/RM\_MONTHLY MONITORING AND SUBMISSION OF HRD/HRTD FUND UTILIZATION REPORT  
59/August 12, 2025



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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**MEMORANDUM**

**DM-OULS-2025-030**

TO : **Regional Directors  
Schools Division Superintendents  
HRDD Chiefs/NEAP R Focal Persons  
All Others Concerned**

FROM : ***Carmela Oracion*  
CARMELA C. ORACION  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems**

SUBJECT : **MONTHLY MONITORING AND SUBMISSION OF THE  
HRD/HRTD FUND UTILIZATION REPORT**

DATE : **05 August 2025**

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In accordance with DepEd Order 30, s. 2021 titled *Multi-year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development (HRD) Fund for Teachers and School Leaders*, the National Educators Academy of the Philippines (NEAP) has been allocating Human Resource Development (HRD) Fund to Regional and Schools Division Offices to support the implementation of initiatives relative to the continuing professional development of teaching and teaching-related personnel at various governance levels.

It has three components: (1) the Central Office-Managed Funds; (2) the Program Support Fund (PSF); and (3) the In-Service Training (INSET). The implementation of programs associated with these funds is lodged in various offices at the Central, Regional, and Schools Division Offices.

Relative to the FY 2025 HRD Fund Allocation, a total of **Php 998,123,382.00** has been obligated as of June 2025, equivalent to only **26.28%** of the total allocation amounting to **Php 3,797,612,947.00**. Given that the fiscal year is now in its third quarter, NEAP is responsible for monitoring the HRD/HRTD Funds' monthly utilization report to ensure the judicious use of funds, as well as the efficient and effective implementation of PD programs across all levels.

Consequently, **NEAP requests the ROs and SDOs to submit their utilization report for July 2025, using the prescribed template accessible through this link <https://tinyurl.com/HRDFundMonthlyReport>, on or before August 10, 2025.**



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Furthermore, the following are the **procedures, along with the corresponding duties and responsibilities of ROs and SDOs, in relation to the monthly monitoring and submission of HRD/HRTD Funds Financial Accomplishments:**

- a. The Senior Education Program Specialist (SEPS) or designated focal person is directed to coordinate with their Regional Finance Division to secure the monthly HRTD fund utilization report.
- b. At the SDO level, the Human Resource Development Service (HRDS) shall coordinate with their respective Budget Unit to get the monthly HRTD fund utilization, which shall then be submitted to the NEAP-R SEPS or designated focal person for consolidation.
- c. **The NEAP-R SEPS or designated focal person shall facilitate the consolidation of the HRTD fund utilization reports submitted by the SDOs. They are directed to accomplish the consolidated report using the provided template. The completed report must be submitted to the NEAP Central Office, with the recommending approval from the HRDD Chief and final approval from the Regional Director.**
- d. The NEAP-R SEPS or designated focal persons are advised to submit the monthly HRD/HRTD fund utilization report on or before the 10<sup>th</sup> day of each month, using the prescribed template.

Should you have concerns and queries, kindly coordinate with Eric Sarmiento or Camille Bolos of NEAP-Office of the Director, through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) cc: [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) / [camille.bolos@deped.gov.ph](mailto:camille.bolos@deped.gov.ph) and telefax number (02) 8638-8638.

For your information and immediate compliance.

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