



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



June 27, 2024

DIVISION MEMORANDUM
No. 245, s. 2024

GUIDELINES ON THE UTILIZATION OF FY 2024 HUMAN RESOURCE DEVELOPMENT (HRD) FUND

TO : **Assistant School Division Superintendent**
Chief Education Program Supervisor-CID & SGOD
Division and District Supervisors
School Administrators (Elementary & Secondary)
Other Concerned Personnel
This Division

1. Pursuant to DM-OUHROD No. 0427, s. 2024 titled *Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund* ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs, the Department is mandated to provide every Filipino with access to quality basic education through the conduct of programs, projects, and activities (PPAs) aimed toward the continuing professional development (PD) of its personnel especially in schools and learning centers.
2. Relative to this issuance, the Schools Division Offices (SDOs) is required to form a team of programs evaluators to review and quality assure the PD Programs developed by the schools. They shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set forth in DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*.

The Division PD Program Evaluators is hereby composed of the following:

Chairperson: Dr. Amelinda D. Montero, Chief-CID
Co-Chairperson: Dr. Nur N. Hussien, Chief-SGOD

Members:

Ms. Rambelle C. Flores, SEPS-HRD
Ms. Marie C. Refugio, EPSA II-HRD
Learning Area Specialist (by invitation)



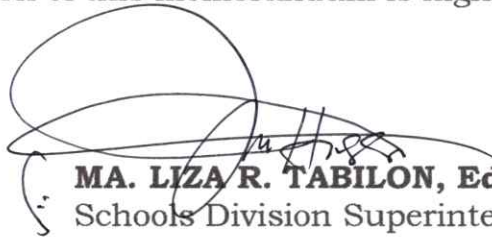
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The School PD Program Evaluators shall be composed of the following:

- Master Teacher
 - Teacher Representative Per Grade Level
3. All elementary and secondary school heads are encouraged to submit their proposals for capacity-building initiatives for their respective schools pertaining to the National Learning Recovery Program to the Division Office through the Human Resource Development (HRD) Section of SGOD. The school heads are expected to submit the proposals on or before July 19, 2024. You may access the proposal template and other documents through this link <https://tinyurl.com/FY2024HRDFunds>.
 4. For more information, you may contact Ms. Rambelle C. Flores through her cellphone number: 0917-138-7146
 5. Immediate dissemination of this memorandum is highly desired.



MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent