



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Benguet

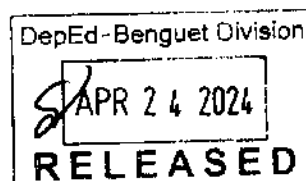
22 April 2024

DIVISION MEMORANDUM

No. 132 s. 2024

**CALL FOR PROFESSIONAL DEVELOPMENT PROPOSAL FUNDED UNDER 2024
HUMAN RESOURCE DEVELOPMENT FUND**

To: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads and Teachers
All Others Concerned



1. Pursuant to Regional Memorandum no. 221, s. 2024 re Dissemination of Guidelines on the Utilization of HRD fund and DM-OUHROD-2024-0427 re Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund, this office enjoins all Public Elementary and secondary schools with the leadership of their School Heads to submit a professional development proposal scheduled for implementation between July 2024 to December 2024.

2. Professional Development Proposal must be RPMS – linked, needs-responsive, school-based, and are aligned with the Philippine Professional Standards for Teachers (PPST) and the Philippine Professional Standards for School Heads (PPSSH), aimed at improving teachers' and school leaders' practice supportive of the MATATAG Curriculum Implementation.

3. To maximize the 2024 HRD Fund and ensure that majority of public elementary and secondary schools are given similar and equal opportunity, the allowable expense will only be for meals and snacks and/ or materials with a uniform or ceiling budget of Php 500.00 per participant per day. Other expenses may be charged against local funds.

4. The last day of PD proposal submission to the Division Records Section is on April 30, 2024 at 5:00 PM. Please be guided with the step-by-step process (Enclosure I).



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5. A team of program evaluators (School PD Program Evaluators) shall be formed 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. The PD program Evaluators shall be composed of **MASTER TEACHERS** and **TEACHER REPRESENTATIVE PER GRADE LEVEL**.

6. The PD proposal must be based on DepEd Memorandum no 044, 2023 guidelines. You may access and download the editable templates from <https://tinyurl.com/DM044templates>. The specific proposal documents found in this link to complete and submit are as follows:

- a. NEAP Core Programs Categorization Checklist;
- b. Target Participants Profile Sheet;
- c. Detailed PD Program Design and M&E Plan Form;
- d. Curriculum Vitae of Resource Speaker / Subject – Matter Expert;
- e. Session Guide Form;
- f. PD Program Design QS Checklist (to be accomplished by School PD Evaluators);
- g. PD LR Materials QS Checklist (to be accomplished by School PD Evaluators).

7. Please be advised that the allocation of funds to schools with approved PD proposals will be solely based on quality, content, and, completeness of documents. Prioritization and sequence on the checking and approval of proposals by the Division PD Program Evaluators (Enclosure 2) will be based on the date received at the Records Office.

8. Approved Professional Development proposals will be required to comply with the additional documents needed for CPD Accreditation of Professional Development Program.

9. For queries and clarifications, please contact the Human Resource Development Section.

10. Immediate dissemination of and strict compliance with this corrigendum is directed.

~~SALLY L. BANAKEN-ULLALIM CESO V~~
Schools Division Superintendent

/CID/LBA/hrds/xdk

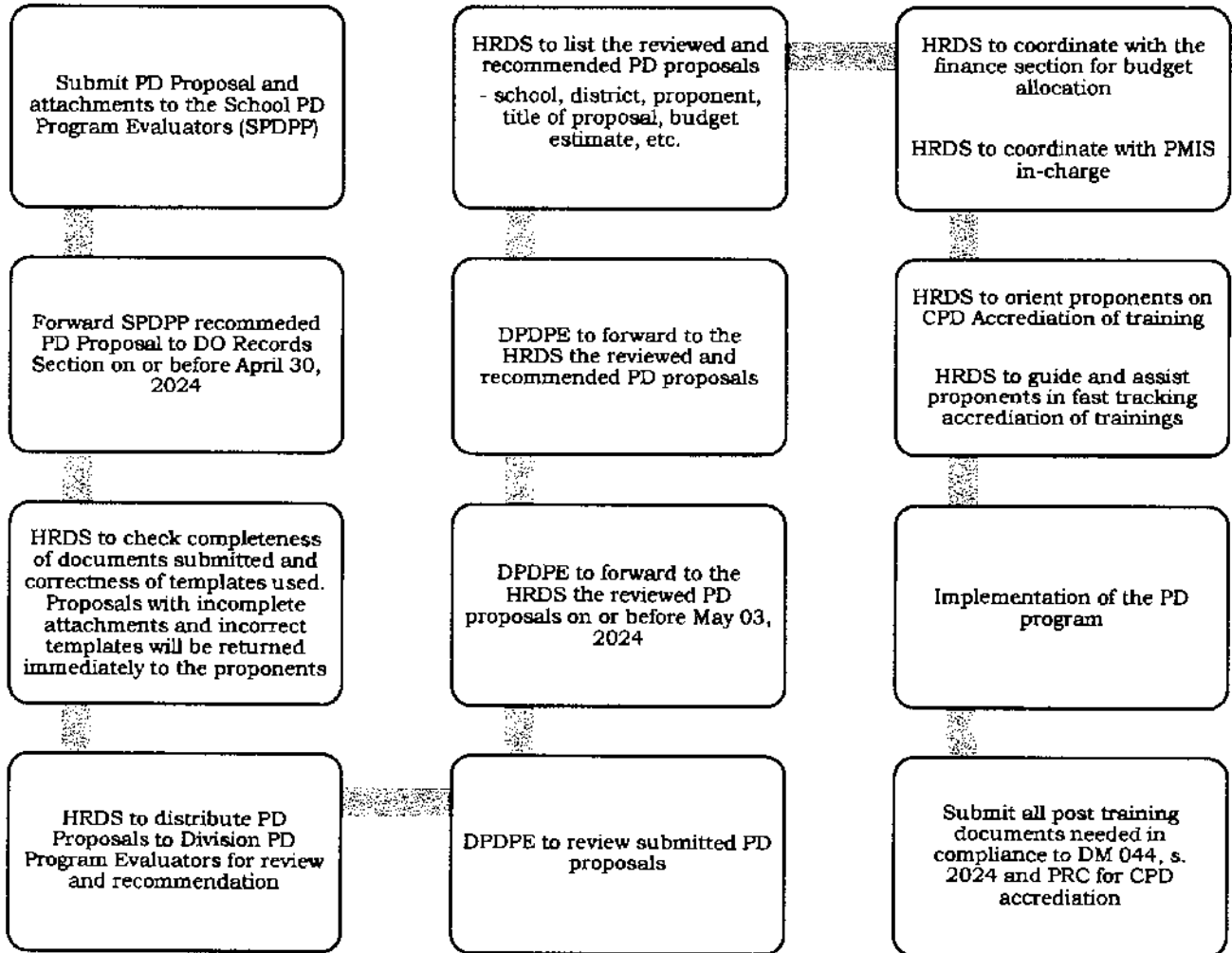


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**ENCLOSURE 1. CALL FOR PROFESSIONAL DEVELOPMENT PROPOSAL
FUNDED UNDER 2024 HUMAN RESOURCE DEVELOPMENT FUND**

SCHOOL LED PROFESSIONAL DEVELOPMENT PROGRAMS / ACTIVITIES



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ENCLOSURE 2. CALL FOR PROFESSIONAL DEVELOPMENT PROPOSAL FUNDED UNDER 2024 HUMAN RESOURCE DEVELOPMENT FUND

DIVISION PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS

LUCIO B. ALAWAS, Chief Education Supervisor (SGOD)
 RIZALYN A. GUZNIAN, Chief Education Supervisor (CID)
 XYLENE GRAIL D. KINOMIS, Senior Education Program Specialist (HRDS)
 Learning Area Specialist:

AREAS OF SPECIALIZATION / EXPERTISE / CONTENT	NAME OF PERSONNEL	POSITION TITLE	CURRENT OFFICE / SCHOOL ASSIGNMENT	SEX	EMAIL ADDRESS
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