

Republic of the Philippines

Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2025-299

To: : Assistant Schools Division Superintendent

Division Chiefs

Public Schools District Supervisors

Public School Heads Concerned Teachers

Concerned SDO Personnel

Subject: PLANNING CONFERENCE RELATIVE TO THE CONDUCT OF

TRAINING OF TEACHERS FOR THE K TO 12 CURRICULUM PHASE

2 IMPLEMENTATION

Date : May 30,2025

This is in reference to Memorandum DM-OUHRD-2025-1289, re: Implementing Guidelines on the Utilization of the Downloaded Funds for the Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation).

To ensure the smooth flow of the implementation and to strategically discuss, align, and coordinate plans for the training of teachers, a Planning Conference will be conducted on June 2, 2025 (Monday), 10:00AM onwards at Don Mariano Marcos Elementary School (Grade 3 Room-Ms. Bade Room)

Attached is the list of participants of the said conference for ready reference.

For the information and compliance with by all concerned.

For and in the absence of the Schools Division Superintendent:

Chief ES, SGOD

Officer-In-Charge

eoEd Schools Division of Digos City

RECORDS SECTION

TIME: 2

BY:

Enclosed: As stated SGOD/rbd



List of Participants

Grade 2

No.	Name of Participants	Position	School/Office	Role
1.	Merilyn T. Salboro	Principal II	Remedios N.	Resource
			Saplala ES	Person

No.	Name of Participants	Position	School/Office	Role
1.	Mary Ann P. Paran	Teacher III	Federico	Participant
			Alferez ES	
2.	Reann S. Encarnacion	Teacher III	Balabag ES	Participant
3.	Jay Ann Roldan	MT II	Dawis ES	Participant
4.	Aileen Beit	Teacher III	RMCES	Participant
5.	Katherine C. Nieves	Teacher I	Colorado ES	Participant
6.	Dama Glein Manlabe	MT I	Rizal CES	Participant
7.	Rosalin D. Suyat	Teacher III	G. Reusora	Participant
			CES	

Grade 3

No.	Name of Participants	Position	School/Office	Role
1.	Antonia S. Jumawan	Principal II	Ruparan ES	Resource
				Person
2.	Cecile C. Uy	EPS II (SMM&E)	SDO-SGOD	PMT
3.	Janice S. Alquizar	EPS II (HRD)	SDO-SGOD	PMT
4.	Noryleth A. Virtudazo	MT II	Digos City CES	Participant
5.	Donnaly S. Damo	Teacher III	Digos City CES	Participant
6.	Carolina M. Ramos	Teacher III	Dawis ES	Participant
7.			Don Mariano	Participant
	Jessa Marie T. Bade	Teacher III	Marcos ES	
8.			Casildo Nonol	Participant
	Mizraim May P. Rebuta	MT-I	ES	
9.	Castillo, Maritess O.	MT-I	Marawer ES	Participant

- Beverly S. Daugdaug- Chief ES, CID
 Joan M. Niones- EPS
 Ronald B. Dedace-SEPS



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-1289

TO

: Regional Directors

Schools Division Superintendents HRDD Chiefs / NEAP R Focal Persons

School Heads

All Others Concerned

FROM

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development

CARMELA C. ORACION

Assistant Secretary

Human Resource and Organizational Development (National Educators Academy of the Philippines)

SUBJECT

: IMPLEMENTING GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS FOR THE REVISED K TO 12

CURRICULUM CAPACITY BUILDING ACTIVITIES (PHASE 2

IMPLEMENTATION)

DATE

: 15 May 2025

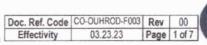
1. Following the implementation of the Revised K to 12 Curriculum Training for Kindergarten and Grades 1, 4, and 7 (K147) Teachers and School Leaders – Phase 1, the National Educators Academy of the Philippines (NEAP) shall conduct the Phase 2 Implementation of the Revised Curriculum Capacity Building Activities for Grades 2, 3, 5, and 8 (G2358) for Teachers and School Leaders, according to the following schedule:

Activity	Date	Venue	Participants
Training of Core Faculty	15-17 May 2025	Baguio City	Core Faculty from all regions, Program Management Team (PMT), and External Resource Persons (RPs)
Expansion of Core Training Fa	aculty		
Batch 1	19-21 May 2025	Baguio City	CAR and Region I Training Faculty, PMT, Regional RPs, and External RPs











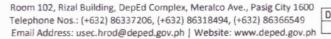
Batch 2a		Region III	Region II Training Faculty, PMT, Regional RPs, and External RPs
Batch 2b	23-25 May	Region V	Region V Training Faculty, PMT, Regional RPs, and External RPs
Batch 2c	2025	Cebu	Regions VI and VII Training Faculty, PMT, Regional RPs, and External RPs
Batch 3a		Region III	Region III Training Faculty, PMT, Regional RPs, and External RPs
Batch 3b	27-29 May 2025	Region IV-A	Region IV-A Training Faculty, PMT, Regional RPs, and External RPs
Batch 3c		Region III	Regions VIII, IX, and X Training Faculty, PMT, Regional RPs, and External RPs
Batch 4a		Baguio City	NCR Training Faculty, PMT, Regional RPs, and External RPs
Batch 4b	31 May – 02 June 2025	Region III	Regions XI, XII, and XIII Training Faculty, PMT, Regional RPs, and External RPs
Batch 4c		Region IV-B	Region IV-B Training Faculty, PMT, Regional RPs, and External RPs
Training of Teachers	04-13 June 2025 (any 3 days)	All SDOs	Teachers, Training Faculty, and PMT
Training of School Leaders	15-31 July 2025	All ROs	School Heads, Public Schools District Supervisors, and RPs

2. For this purpose, the DepEd Central Office downloaded the Human Resource Development (HRD) Fund amounting to ONE BILLION FIVE HUNDRED FORTY TWO MILLION TWO HUNDRED FIFTY TWO THOUSAND FOUR HUNDRED PESOS (Php 1,542,252,400.00) to the Regional Offices (ROs), with allocation as follows:

		Downloaded HRD Fund (in Php)			
Region	Training of Core	Expansion of Core	Training of	Training of	Total
10.00	Training Faculty	Training Faculty	Teachers	School Leaders	
I	740,000.00	4,815,000.00	32,844,000.00	37,150,000.00	75,549,000.00
II	600,000.00	3,650,000.00	24,952,000.00	31,937,400.00	61,139,400.00
III	1,340,000.00	9,490,000.00	64,602,000.00	57,066,000.00	132,498,000.00
IV-A	1,540,000.00	29,876,000.00	76,092,000.00	66,291,600.00	173,799,600.00
IV-B	560,000.00	9,274,000.00	23,058,000.00	29,489,200.00	62,381,200.00
V	1,020,000.00	18,849,000.00	47,696,000.00	49,384,800.00	116,949,800.00
VI	1,110,000.00	15,440,000.00	52,540,000.00	55,297,200.00	124,387,200.00
VII	1,060,000.00	75,002,000.00	49,488,000.00	51,567,800.00	177,117,800.00
VIII	810,000.00	10,810,000.00	36,858,000.00	48,489,200.00	96,967,200.00
IX	630,000.00	7,830,000.00	26,766,000.00	31,633,400.00	66,859,400.00
X	720,000.00	9,240,000.00	31,532,000.00	34,295,800.00	75,787,800.00
XI	720,000.00	9,190,000.00	31,342,000.00	29,936,000.00	71,188,000.00
XII	650,000.00	8,120,000.00	27,676,000.00	27,975,400.00	64,421,400.00
XIII	520,000.00	6,150,000.00	21,040,000.00	26,055,600.00	53,765,600.00
CAR	12,432,000.00	48,931,000.00	13,344,000.00	23,066,800.00	97,773,800.00
NCR	1,110,000.00	7,665,000.00	52,234,000.00	30,658,200.00	91,667,200.00
Total	25,562,000.00	274,332,000.00	612,064,000.00	630,294,400.00	1,542,252,400.00







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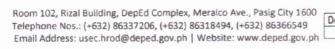


3. The downloaded funds shall be used according to the following guidelines:

Activity	Expense Item
Training of Core Training	The funds downloaded to DepEd CAR shall be used
Faculty	for the following expenses:
	Board and Lodging - procurement of full board
This is a NEAP-led activity	and lodging for all participants at Php 2,000.00
whose participants will be	per participant per night for a total of four (4)
coming from all regions.	nights
15 17 14 0005	Supplies and Materials - purchase of training
15-17 May 2025	supplies and materials to be used for the activity
Baguio City	at Php 200.00 per participant
	The funds downloaded to all ROs shall be used to
	cover the travel expenses of all participants at Php
	10,000.00 per participant.
Expansion of Core Training	
Batch 1	The funds downloaded to DepEd CAR shall be used
	for the following expenses:
19-21 May 2025	• Board and Lodging - procurement of full board
Baguio City	and lodging for all participants at Php 2,000.00
	per participant per night for a total of four (4)
	nights
	• Supplies and Materials - purchase of training
	supplies and materials to be used for the activity
	at Php 200.00 per participant
	The funds downloaded to CAR and Region I shall be
	used to cover the travel expenses of participants from
	the said regions, at Php 5,000.00 per participant.
Batch 2a	The funds downloaded to DepEd Region III shall be
	used for the following expenses:
23-25 May 2025	Board and Lodging - procurement of full board
Region III	and lodging for all participants at Php 2,000.00
	per participant per night for a total of four (4)
	nights
	Supplies and Materials – purchase of training supplies and materials to be used for the activity.
	supplies and materials to be used for the activity at Php 200.00 per participant
	at 1 hp 200.00 per participant
	The funds downloaded to Region II shall be used to
	cover the travel expenses of participants from the said
	region, at Php 5,000.00 per participant.
Batch 2b	The funds downloaded to DepEd Region V shall be
	used for the following expenses:
23-25 May 2025	Board and Lodging - procurement of full board
Region V	and lodging for all participants at Php 2,000.00
	per participant per night for a total of four (4)
	nights
	Supplies and Materials – purchase of training supplies and materials to be used for the activity.
	supplies and materials to be used for the activity at Php 200.00 per participant
	• Travel Expenses – payment of travel expenses of
	participants at Php 5,000.00 per participant
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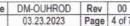


Batch 2c	The funds downloaded to DepEd Region VII shall be
23-25 May 2025 Cebu	 used for the following expenses: Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant The funds downloaded to Region VI shall be used to cover the travel expenses of participants from the said
	region, at Php 10,000.00 per participant. On the other hand, the funds downloaded to Region VII shall be used to cover the travel expenses of participants from the said region, at Php 5,000.00 per participant.
Batch 3a	The funds downloaded to DepEd Region III shall be
27-29 May 2025 Region III	 used for the following expenses: Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights
	Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant
	 Travel Expenses – payment of travel expenses of participants at Php 5,000.00 per participant
Batch 3b	The funds downloaded to DepEd Region IV-A shall be
27-29 May 2025	used for the following expenses: • Board and Lodging – procurement of full board
Region IV-A	and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights
	 Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant
	 Travel Expenses – payment of travel expenses of participants at Php 5,000.00 per participant
Batch 3c	The funds downloaded to DepEd Region III shall be
07.00 M0005	used for the following expenses:
27-29 May 2025 Region III	 Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant
	The funds downloaded to Region VIII, Region IX, and Region X shall be used to cover the travel expenses of participants from the said regions, at Php 10,000.00 per participant.











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Batch 4a	The funds downloaded to DepEd CAR shall be used for the following expenses:
31 May – 02 June 2025 Baguio City	 Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights Supplies and Materials – purchase of training supplies and materials to be used for the activity
	at Php 200.00 per participant The funds downloaded to NCR shall be used to cover
	the travel expenses of participants from the said region, at Php 5,000.00 per participant .
Batch 4b	The funds downloaded to DepEd Region III shall be used for the following expenses:
31 May – 02 June 2025 Region III	Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights
	Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant The funds developeded to Pegien VI. Pegien VII. and
	The funds downloaded to Region XI, Region XII, and Region XIII shall be used to cover the travel expenses of participants from the said regions, at Php 10,000.00 per participant.
Batch 4c	The funds downloaded to DepEd Region IV-B shall be used for the following expenses:
31 May – 02 June 2025 Region IV-B	 Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights
	 Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant
	Travel Expenses – payment of travel expenses of participants at Php 5,000.00 per participant
Training of Teachers	The funds downloaded to all ROs shall be used for the following expenses:
04-13 June 2025 (any 3 days) All SDOs	• Meals - payment of meals for teachers, Training Faculty, and PMT at Php 600.00 per participant per day for three (3) days; funds allocated for meals of teacher-participants may be used to
	procure a caterer or for reimbursement, subject to the ROs' discretion • Supplies and Materials – purchase of training supplies and materials to be used for the activity
	at Php 200.00 per participant at Php 200.00 per participant Travel Expenses – reimbursement of travel
Training of School Leaders	expenses of participants at Php 2,000.00 each The funds downloaded to all ROs shall be used for the
15-31 July 2025	following expenses:











All ROs	Board and Lodging – procurement of full board and lodging for all participants at Php 2,000.00 per participant per night for a total of four (4) nights
	Supplies and Materials – purchase of training supplies and materials to be used for the activity at Php 200.00 per participant
	• Travel Expenses – reimbursement of travel expenses of participants at Php 2,000.00 each

- 4. The ROs are authorized to adopt flexibility in the use of the downloaded funds as follows:
 - a. Decide on how to maximize/optimize the utilization of the downloaded funds in consideration of the following options:
 - Fully utilize the allocated budget for board and lodging towards the payment of venue and full meals of the participants; or
 - Reserve a fraction of the allocated funds for board and lodging to augment the budget for training supplies, travel expenses, contingency costs, etc. (Example: Board and lodging may be placed at Php 1,800.00 per participant per night. The remaining Php 200.00 may be used for the reimbursement of travel expenses or purchase of additional training supplies.)
 - Savings that may be generated after the conduct of all activities may be used only for supplementary activities and additional costs pertaining to the implementation of the Revised K to 12 Curriculum.
 - b. For the procurement of venue for training activities for teachers and school leaders, ROs may opt to utilize their respective NEAP facilities or procure full board and lodging from hotels, inns, or other similar institutions in convenient locations. Should the ROs select the latter option, NEAP and external RPs must be informed of the final venue; also, the funds downloaded for travel expenses of participants must suffice.
 - c. Decide on which expenses to prioritize on the condition that the participants are provided with comfortable and convenient accommodation or place of rest, full meals that are healthy and adequate, as well as complete and quality training materials.
- 5. **Monitoring and Evaluation (M&E)**. The NEAP Quality Assurance and Monitoring and Evaluation Division (QAMED), in coordination with all ROs, will conduct the M&E of the actual training implementation/delivery which includes the following activities:
 - a. Administration of End-of-Day Evaluation
 - b. Administration of Pre- and Post-Tests and other Session Workshop Activities
 - c. Monitoring of the actual number of participants
 - d. Monitoring of budget utilization
 - e. Preparation of Program Completion Reports with Analysis of End-of-Day Evaluation
- 6. **Submission of Budget Utilization Reports**. To ensure the proper and judicious use of the downloaded funds, all ROs are instructed to submit a report/update







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on the status of budget utilization through the link https://tinyurl.com/RKto12Reports, according to the following schedule:

Report/Update	Timeline of Submission	
For FY 2025 - 2nd Quarter (Initial Report)	June 2025	
For FY 2025 - 3rd Quarter (Updating)	September 2025	
For FY 2025 - 4th Quarter (Final Report)	December 2025	

Non-submission of budget utilization report/update by the ROs within the specified timeline shall constitute a "No Utilization Report" tagging by the TWG for the concerned ROs, which will be endorsed to the DepEd CO – Finance Service.

- The ROs are likewise instructed to submit scanned copies of the accomplished Attendance Sheets through the link https://tinyurl.com/Rkto12Attendance.on or before 15 December 2025.
- All relevant documents may be accessed online via Google Drive <u>https://tinyurl.com/MATATAGP2</u>. Please refrain from editing the uploaded documents.
- 9. Should you have further questions and concerns, please contact the **NEAP Office** of the **Director** through email neap.od@deped.gov.ph or landline (02) 8638-8638.
- 10. For immediate dissemination and appropriate action.

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