



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:

[Signature]
SOLLIE B. OLIVER
Chief ES, SGOD
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAY 30 2025 TIME: 2:19p
BY: [Signature]

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. Saplala ES	Resource Person

No.	Name of Participants	Position	School/Office	Role
1.	Mary Ann P. Paran	Teacher III	Federico Alferez ES	Participant
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 CES	Participant

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.	Jessa Marie T. Bade	Teacher III	Don Mariano Marcos ES	Participant
8.	Mizraim May P. Rebuta	MT-I	Casildo Nonol ES	Participant
9.	Castillo, Maritess O.	MT-I	Marawer ES	Participant

- 1. Beverly S. Daugdaug- Chief ES, CID
- 2. Joan M. Niones- EPS
- 3. 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 Oracion
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 Faculty			
Batch 1	19-21 May 2025	Baguio City	CAR and Region I Training Faculty, PMT, Regional RPs, and External RPs

Batch 2a	23-25 May 2025	Region III	Region II Training Faculty, PMT, Regional RPs, and External RPs
Batch 2b		Region V	Region V Training Faculty, PMT, Regional RPs, and External RPs
Batch 2c		Cebu	Regions VI and VII Training Faculty, PMT, Regional RPs, and External RPs
Batch 3a	27-29 May 2025	Region III	Region III Training Faculty, PMT, Regional RPs, and External RPs
Batch 3b		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	31 May – 02 June 2025	Baguio City	NCR Training Faculty, PMT, Regional RPs, and External RPs
Batch 4b		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:

Region	Downloaded HRD Fund (in Php)				
	Training of Core Training Faculty	Expansion of Core Training Faculty	Training of Teachers	Training of School Leaders	Total
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

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

Activity	Expense Item
Training of Core Training Faculty <i>This is a NEAP-led activity whose participants will be coming from all regions.</i> 15-17 May 2025 Baguio City	<p>The funds downloaded to DepEd CAR shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>The funds downloaded to all ROs shall be used to cover the travel expenses of all participants at Php 10,000.00 per participant.</p>
Expansion of Core Training Faculty	
Batch 1 19-21 May 2025 Baguio City	<p>The funds downloaded to DepEd CAR shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Batch 2a 23-25 May 2025 Region III	<p>The funds downloaded to DepEd Region III shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Batch 2b 23-25 May 2025 Region V	<p>The funds downloaded to DepEd Region V shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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

<p>Batch 2c</p> <p>23-25 May 2025 Cebu</p>	<p>The funds downloaded to DepEd Region VII shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p>
<p>Batch 3a</p> <p>27-29 May 2025 Region III</p>	<p>The funds downloaded to DepEd Region III shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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
<p>Batch 3b</p> <p>27-29 May 2025 Region IV-A</p>	<p>The funds downloaded to DepEd Region IV-A shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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
<p>Batch 3c</p> <p>27-29 May 2025 Region III</p>	<p>The funds downloaded to DepEd Region III shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>

Batch 4a 31 May – 02 June 2025 Baguio City	<p>The funds downloaded to DepEd CAR shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Batch 4b 31 May – 02 June 2025 Region III	<p>The funds downloaded to DepEd Region III shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Batch 4c 31 May – 02 June 2025 Region IV-B	<p>The funds downloaded to DepEd Region IV-B shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 04-13 June 2025 (<i>any 3 days</i>) All SDOs	<p>The funds downloaded to all ROs shall be used for the following expenses:</p> <ul style="list-style-type: none"> • 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 • Travel Expenses – reimbursement of travel expenses of participants at Php 2,000.00 each
Training of School Leaders 15-31 July 2025	<p>The funds downloaded to all ROs shall be used for the following expenses:</p>

All ROs	<ul style="list-style-type: none"> • 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
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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

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 – 2 nd Quarter (Initial Report)	June 2025
For FY 2025 – 3 rd Quarter (Updating)	September 2025
For FY 2025 – 4 th 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.

- 7. 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**.
- 8. All relevant documents may be accessed online via *Google Drive* <https://tinyurl.com/MATATAGP2>. 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.

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING



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