

1382



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 21, 2025

REGIONAL MEMORANDUM

No. **1382** s. 2025

**DOWNLOADING OF HUMAN RESOURCE DEVELOPMENT (HRD) FUND TO
 SCHOOLS DIVISION OFFICES TO COVER THE REIMBURSEMENT OF
 TRAVEL EXPENSES OF PARTICIPANTS OF THE TRAINING OF
 SCHOOL LEADERS ON THE PHASE 2 IMPLEMENTATION
 OF THE REVISED K TO 12 CURRICULUM**

To: Schools Division Superintendents
 Regional Office Functional Division Chiefs
 All Others Concerned

1. Pursuant to Memorandum DM-OUHROD-2025-1064, this Office, through the Human Resource Development Division (HRDD), shall download HRD fund amounting to **Nine Million Six Hundred Twenty-Seven Thousand Eight Hundred Pesos (P 9,627,800)** to the Schools Division Offices (SDOs) to cover the reimbursement of travel expenses of participants of the Training of School Leaders on the Phase 2 Implementation of the Revised K to 12 Curriculum.

2. The allocation per SDO is as follows:

SDO	Allocation
1. Baybay City	234,000
2. Biliran	324,000
3. Borongan City	144,000
4. Calbayog City	406,000
5. Catbalogan City	148,000
6. Eastern Samar	1,048,000
7. Leyte	2,970,000
8. Maasin City	166,000
9. Northern Samar	1,342,000
10. Ormoc City	360,000
11. Samar	1,602,000
12. Southern Leyte	774,000
13. Tacloban City	109,800
TOTAL	9,627,800

3. Attached is the Sub-Allotment Release Order for this purpose.

4. In case the downloaded funds shall be insufficient, the Schools Division Superintendent may request additional funding from the Regional Office through the

Human Resource Development Division (HRDD), subject to existing budgeting, accounting, and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.



RONELO AL K. FIRMO CESO IV

Assistant Regional Director

Officer-in-Charge

Office of the Regional Director

Enclosures: As stated

References: As stated

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

DOWNLOADING OF HRD FUND
REIMBURSEMENT OF TRAVEL EXPENSES
REVISED K TO 12 CURRICULUM
TRAINING OF SCHOOL LEADERS

HRDD-RVR



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA370 310500100001000 - Current Appropriations Human resource development for personnel in school and learning centers		REFERENCE: FY 2025 GAAAO dated 01/01/2025	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-25-02711
		LEGAL BASIS: FY 2025 GAA R.A. No. 12116 (Current Appropriations)	DATE: 09-May-25
FUND CODE: 01101101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2025
PURPOSE: <i>To cover expenses in connection with the conduct of Training of Grades 2, 3, 5 and 8 Teachers and Training of School Leaders on the Revised K to 12 Curriculum Implementation.</i>			
To: The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008			Region : 8
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	48,489,200.00
AMOUNT IN WORDS: *** Forty Eight Million Four Hundred Eighty Nine Thousand Two Hundred Pesos Only ***			Total: <u>48,489,200.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:


CHOLITA T. TIONG
Chief Administrative Officer
Budget Division

Approval for Transfer/Downloading of Funds:


ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance



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

ADVISORY

07 August 2025

**REVISED K TO 12 CURRICULUM IMPLEMENTATION
TRAINING OF SCHOOL LEADERS**

In reference to **DM-OUHROD-2025-1064** titled "*CONDUCT OF REVISED K TO 12 CURRICULUM CAPACITY BUILDING ACTIVITIES (PHASE 2 IMPLEMENTATION) AND DOWNLOADING OF FUNDS FOR THE PURPOSE*" dated April 25, 2025, this is to inform all concerned that the conduct period of the Training of School Leaders has been rescheduled.

While the training was originally scheduled from July 15 to 31, 2025, Regional Offices are now allowed to conduct the sessions anytime from August to November 2025. This flexibility aligns with the updated schedules submitted by the 17 regions, taking into account the availability of participants, venues, and other logistical requirements to ensure the effective implementation of the program.

All Regional Offices and Schools Division Offices are enjoined to coordinate closely with the National Educators Academy of the Philippines - National Technical Working Group (NEAP NTWG) for any updates, preparatory requirements, or adjustments needed prior to implementation.

For questions and clarifications, please contact **Mr. Alexander Simagala** of NEAP-PDD through email alexander.simagala@deped.gov.ph / matatag.phase2@gmail.com or landline (02) 8638-8638.

For your information and appropriate action.

Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Officer-In-Charge
Undersecretary for Learning Systems



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1064

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

FROM : 
WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development*


CARMELA C. ORACION
*Assistant Secretary for Human Resource and
Organizational Development
(National Educators Academy of the Philippines)*

SUBJECT : **CONDUCT OF REVISED K TO 12 CURRICULUM CAPACITY
BUILDING ACTIVITIES (PHASE 2 IMPLEMENTATION) AND
DOWNLOADING OF FUNDS FOR THE PURPOSE**

DATE : 25 April 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**, with schedule as follows:

Activity	Date	Venue	Participants
Training of Core Faculty	15-17 May 2025	Baguio City	Core Faculty from all regions
Expansion of Core Training Faculty (Batch 1)	19-21 May 2025	Baguio City	CAR and Region I
Expansion of Core Training Faculty (Batch 2)	23-25 May 2025	Baguio City	Region II
		Region V	Region V
		Cebu	Regions VI and VII

Expansion of Core Training Faculty (Batch 3)	27-29 May 2025	Baguio City	Region III
		Region IV-A	Region IV-A
		Cebu	Regions VIII, IX, and X
Expansion of Core Training Faculty (Batch 4)	31 May – 02 June 2025	Baguio City	NCR
		Cebu	Regions XI, XII, and XIII
		Region IV-B	Region IV-B
Training of Teachers	04-13 June 2025 (any 3 days)	All SDOs	All SDOs
Training of School Leaders	15-31 July 2025	All ROs	School leaders from all regions

2. For this purpose, the **DepEd Central Office** shall download 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	Funds to be Downloaded (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 for the following expenses:
- Board and Lodging** of the Program Management Team (PMT) and Training Faculty at Php 2,000.00 per participant per day
 - Supplies and Materials** for the PMT and Training Faculty at Php 200.00 per participant
 - Travel Expenses of Participants**
4. The ROs are authorized to adopt flexibility in the use of the downloaded funds as follows:
- 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.
 - b. 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. Attached are the following documents for further details:
- a. **Enclosure 1** – Regional Allocation of Funds to be Downloaded
 - b. **Enclosure 2** – Summary of Funds to be Downloaded for the Training of Core Faculty
 - c. **Enclosure 3** – Summary of Funds to be Downloaded for the Expansion of Core Training Faculty (Batches 1-4)
 - d. **Enclosure 4** – Summary and Detailed Breakdown of Funds to be Downloaded for the Training of Teachers
 - e. **Enclosure 5** – Summary and Detailed Breakdown of Funds to be Downloaded for the Training of School Leaders
 - f. **Enclosure 6** – Breakdown of Participants per Activity
 - g. **Enclosure 7** – Detailed Budget Estimates per Activity
6. The ROs are requested to submit a **Letter of Acceptance (Enclosure 8)** to NEAP Central Office (neap.od@deped.gov.ph / kto12.curriculum@mneap.ph.education) **on or before 02 May 2025**, to signify their agreement to accept the fund. Non-submission will result in the forfeiture of budgetary allocation.
7. All documents and enclosures referred to in this memorandum may be accessed online via Google Drive <https://tinyurl.com/MATATAGP2>. Please refrain from editing the uploaded documents.
8. Should you have further questions and concerns, please contact the **Revised K to 12 Curriculum TWG** or the **NEAP Office of the Director** through the email addresses provided above or landline (02) 8638-8638.
9. For immediate dissemination and strict compliance.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

Revised K to 12 Curriculum Implementation
Phase 2 – Grades 2, 3, 5, and 8

Regional Allocation of Funds to be Downloaded

Region	Funds to be Downloaded (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
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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
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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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1100

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

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **IMPLEMENTATION OF THE PHASE 2 - REVISED K TO 12 CURRICULUM CAPACITY BUILDING ACTIVITIES FOR GRADES 2, 3, 5, AND 8 (G2358) TEACHERS AND SCHOOL LEADERS**

DATE : 29 April 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will undertake the **Implementation of the Phase 2 - Revised Curriculum Capacity Building Activities for Grades 2, 3, 5, and 8 (G2358) for Teachers and School Leaders**, with schedule as follows:

Activity	Date	Venue	Participants
Training of Core Faculty	15-17 May 2025	Baguio City	Core Faculty from all regions
Expansion of Core Training Faculty (Batch 1)	19-21 May 2025	Baguio City	CAR and Region I
Expansion of Core Training Faculty (Batch 2)	23-25 May 2025	Baguio City	Region II
		Region V	Region V
		Cebu	Regions VI and VII
Expansion of Core Training Faculty (Batch 3)	27-29 May 2025	Baguio City	Region III
		Region IV-A	Region IV-A
		Cebu	Regions VIII, IX, and X
Expansion of Core Training Faculty (Batch 4)	31 May – 02 June 2025	Baguio City	NCR
		Cebu	Regions XI, XII, and XIII
		Region IV-B	Region IV-B
Training of Teachers	04-13 June 2025 (any 3 days)	All SDOs	All SDOs
Training of School Leaders	15-31 July 2025 (any 3 days)	All ROs	School leaders from all regions

2. For this phase, the capacity building activities will focus on the following aspects:
 - a. **Teacher Competence** – Strengthening subject mastery and pedagogical expertise
 - b. **Instructional Strategies** – Enhancing teaching methodologies to improve learning outcomes
 - c. **Assessment and Evaluation** – Ensuring effective monitoring of student progress and curriculum impact
3. In line with NEAP's efforts to make its professional development programs systematic and programmatic, these activities are anchored on the **Engage, Practice, and Consolidate (EPC) Framework** (adopted from the Philippine Normal University) which guarantees the following:
 - a. Teachers actively **engage** in acquiring new inputs on content, pedagogy, and assessment relative to curriculum delivery;
 - b. Teachers effectively **practice** these skills in real classroom settings; and
 - c. Teachers **consolidate** their learnings and feedback on their learning experiences to refine their teaching practices for continuous improvement and long-term sustainability.
4. To ensure the quality and effectiveness of the training activities, **all Regional Offices (ROs) and Schools Division Offices (SDOs) are advised to strictly adhere to the following guidelines and protocols:**
 - a. **Enclosure 1** – *Qualification Standards for Core Trainers and Training Faculty*
 - b. **Enclosure 2** – *Training Protocol and Guidelines (including Roles and Responsibilities)*
5. Likewise attached are the following documents, for reference:
 - a. **Enclosure 3** – *Breakdown of Participants per Activity*
 - b. **Enclosure 4** – *Program Flow per Activity*
6. **The ROs are also advised to ensure that availability of trainers to support schools implementing Indigenous Peoples Education (IPEd) and Special Needs Education (SNEd) programs.**
7. The participants are required to check in on Day 0 and check out on Day 4. Please see the meal schedule below.

Meals	Day 0	Day 1	Day 2	Day 3	Day 4
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
9. The participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Funds shall likewise be downloaded for the transportation, per diem, and other incidental expenses of the participants. In case the downloaded funds shall be insufficient, local funds of RO/SDO/school may be utilized, subject to the usual accounting and auditing rules and regulations.
10. The implementing guidelines on the utilization of the downloaded HRD Funds for this purpose as well as other important details on the activities will be released through a separate memorandum/advisory.
11. The participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 *"Revised Guidelines on the Grant of Vacation Service Credits for Teachers"* or DepEd Order No. 009, s. 2025 *"Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)"*, or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 *"Non-Monetary Remuneration for Overtime Services Rendered,"* whichever is applicable.
12. Should you have questions and concerns, please coordinate with **Mr. Alexander Simagala**, Project Development Officer IV, NEAP Professional Development Division, through email alexander.simagala@deped.gov.ph / neap.pdd@deped.gov.ph / neap.od@deped.gov.ph / matatag.phase2@gmail.com or landline (02) 8715-9919.
13. For immediate dissemination and strict compliance.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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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 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 (<i>any 3 days</i>)	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
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XI	720,000.00	9,190,000.00	31,342,000.00	29,936,000.00	71,188,000.00
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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	The funds downloaded to DepEd CAR shall be used for the following expenses: <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 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 Faculty	
Batch 1 19-21 May 2025 Baguio City	The funds downloaded to DepEd CAR shall be used for the following expenses: <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 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 23-25 May 2025 Region III	The funds downloaded to DepEd Region III shall be used for the following expenses: <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 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 23-25 May 2025 Region V	The funds downloaded to DepEd Region V shall be used for the following expenses: <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 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:

- Administration of End-of-Day Evaluation
- Administration of Pre- and Post-Tests and other Session Workshop Activities
- Monitoring of the actual number of participants
- Monitoring of budget utilization
- 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.

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