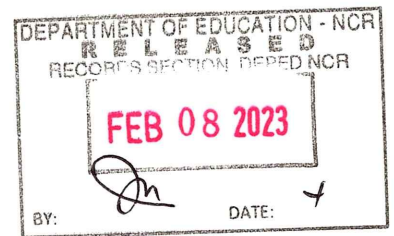




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR 074, s. 2023

07 February 2023

Reiteration of Memorandum DM-OUHROD-2023-0089 titled "FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization, and Monitoring Guidelines" and Online Orientation on the Accomplishment of Office Learning Plan

**To: Schools Division Superintendent
Functional Division Chiefs
All Others Concerned**

1. In line with the operationalization and implementation of the above-captioned subject, the online meeting is scheduled on February 10, 2023, 1:00 PM via the MSteam link: tinyurl.com/meetinglinklearningplan.
2. Participant to this online meeting are the Regional Office Functional Division Chiefs or their designated representative, SDO SGOD Chiefs, and HRD SEPS.
3. Agenda to be discussed are the following:
 - a. Provisions of the attached Memorandum DM-OUHROD-2023-0089
 - b. Office Learning Plan Template
 - c. Timeline and Targets
 - d. Other matters
3. Immediate dissemination and strict compliance of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director





Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2023-0089

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HRDD & SCHOOL GOVERNANCE &
OPERATIONS DIVISION

FROM : 
GLORIA JUNAMIL-MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat*


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : **FY 2023 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT
FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT
FUND ALLOCATION, UTILIZATION AND MONITORING
GUIDELINES**

DATE : January 13, 2023

In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030, DepEd Learning and Development (L&D) interventions shall be guided by and shall support to the Department's strategies to continuously improve itself to better serve its stakeholders ensuring an enabling and supportive environment by strengthening the capabilities of its people to contribute to the achievement of a modern, efficient, nimble, and resilient governance and management processes.

With this, the Program Support Fund (PSF) amounting to **Php 47,525,100.00** from the FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund for field offices, shall be directly released to the Regional Offices under For Comprehensive Release (FCR). The allocation of the PSF was computed equitably targeting 30% of the total number of filled items in the GMIS data as of 02 March 2022. Breakdown of the budget per region is shown in Annex A.

The **PSF shall be utilized for L&D interventions of non-teaching personnel based on the Learning Plan of the proponent office.** The Office Learning Plan must be duly approved by the head of office and must be based on the priority interventions as a result of LDNA through Performance Analysis, Competency-Based LNA, or on emerging directives and unforeseen environmental situation that require new or upgrading of competency **subject for approval of BHROD.** Copy and Summary of Regional and SDO Office Learning Plan template can be downloaded through this link https://bit.ly/2023_OPDNTP_PSF and shall be submitted to this Office through BHROD-HRDD on or before February 16, 2023.

Since the State of Public Health Emergency is still in effect and while the Department's policy on L&D is on the process of finalization, the following issuances shall serve as reference and guidance of all implementing units for the L&D of their respective non-teaching personnel:

- a. DepEd Order No. 40, s. 2020
"Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of COVID-19 Pandemic"
- b. DM-HROD-2021-0050
"Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd"

With the limited budget allocation and to minimize frequent pull out of non-teaching personnel to attend L&D intervention, **in-person or face to face is discouraged and should be limited to skills enhancement activity (i.e. oral & written skills workshop, ICT hands on activities). Access to online and/or eLearning modalities shall be maximized.**

In addition, non-teaching licensed professionals* may still avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession and that the proposed intervention is needed as reflected on their IDP and/or Office Learning Plan.

While the OPDNTP fund is being managed by the BHROD through the Human Resource Development Division (BHROD-HRDD), the Regional PSF shall be managed and monitored by the Human Resource Development Division. Thus, in prioritizing the L&D programs, the following criteria may be used:

- A. Seriousness of the office/individual competency gaps related to its importance or extent of its critical contribution in achieving the organizational targets or strategic objectives;
- B. Urgency (address office/individual competency gap, or avoid potential damaging impact);
- C. Growth Potential (escalation of chance that may increase risk/opportunity of a program to contribute growth), and/or

* Non-Teaching Licensed Professionals – This refers to those personnel in the Department of Education who are registered and licensed to practice regulated professions in the Philippines and who hold a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission (PRC) or in the case of lawyers, those who are duly registered and active member of the Integrated Bar of The Philippines (IBP). The regulated professions include but not limited to the following: Accountancy, Architecture, Engineering, Medicine, Nursing, Nutrition and Dietetics [1]

[1] <https://www.prc.gov.ph/professional-regulatory-boards>



D. Feasibility of Fund and Resources (consideration for economies of scale especially for planned programs for common learning needs)

To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2023 OPDNTP PSF **must be submitted every quarter by the RO HRD Focal Person** through this folder link https://bit.ly/2023_OPDNTP_PSF.

All inquiries or clarifications on this memo can be course through the email address bhrod.hrdd@deped.gov.ph copy furnished fatima.angeles002@deped.gov.ph.

For your information and appropriate action.

[HRDD/Angeles]

Annex A

FY 2023 OPDNTF PROGRAMS SUPPORT FUND

Regional Breakdown of Physical Targets and Financial Amounts

REGION	PHYSICAL		FINANCIAL
	Universe*	Target**	
National Capital Region (NCR)	3,537	1,237	3,030,650.00
Cordillera Administrative Region (CAR)	1,920	672	1,646,400.00
Region I - Ilocos	4,182	1,463	3,584,350.00
Region II - Cagayan Valley	2,842	994	2,435,300.00
Region III - Central Luzon	5,801	2,030	4,973,500.00
Region IVA - CALABARZON	5,761	2,016	4,939,200.00
Region IVB - MIMAROPA	2,117	740	1,813,000.00
Region V - Bicol	4,304	1,506	3,689,700.00
Region VI - Western Visayas	4,971	1,739	4,260,550.00
Region VII - Central Visayas	3,984	1,394	3,415,300.00
Region VIII - Eastern Visayas	3,585	1,254	3,072,300.00
Region IX - Zamboanga Peninsula	2,043	715	1,751,750.00
Region X - Northern Mindanao	3,004	1,051	2,574,950.00
Region XI - Davao	2,414	844	2,067,800.00
Region XII - SOCCSKSARGEN	2,478	867	2,124,150.00
Region XIII - CARAGA	2,504	876	2,146,200.00
TOTAL	55,447	19,398	47,525,100.00

* Total No. of Filled Items based on GMIS Data as of 02 March 2022

** 30% of Universe (@2,450 cost per capita)

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