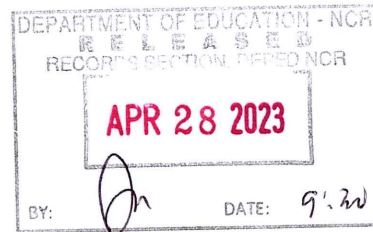




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



April 27, 2023

**REGIONAL MEMORANDUM**  
 No. 313s. 2023

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

**ACCOMPLISHMENT AND SUBMISSION OF THE ADJUSTED FY 2023  
 LEARNING AND DEVELOPMENT PLAN AND MULTI-YEAR LEARNING AND  
 DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL**

- In pursuant to the attached Memorandum DM-OUHROD-2023-0089 and DM-OUHROD-2023-0448, the field is hereby informed of the above-captioned activity on the following dates;

Learning and Development Plans	Submission Date
A) FY 2023 Learning and Development Plan	May 8, 2023
B) Multi-Year Learning and Development Plan	May 15, 2023

- The proposed allocation of the support fund for the Multi-year Learning and Development for downloading to SDOs shall be the basis for the activity's budget allocation.
- The templates of the plans can be accessed and accomplished through the following links:
  - [tinyurl.com/FY2023LandDPlan](http://tinyurl.com/FY2023LandDPlan)
  - [tinyurl.com/multi-yearLandDplan](http://tinyurl.com/multi-yearLandDplan)
- For concerns, please contact Mr. Hajji R. Palmero through mobile No. 09984766518.
- Immediate dissemination and strict compliance with this Memorandum are desired.

  
**WILFREDO E. CABRAL, CESO III**  
 Regional Director





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**

**DM-OUHROD-2023-0448**

FOR : **All Regional Directors in DepEd  
RO-HRDD Chiefs**

FROM : **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **Regional L&D Planning Workshop for Non-Teaching Personnel**

DATE : March 20, 2023

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The Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHROD-HRDD), will be conducting the **Regional L&D Planning Workshop for Non-Teaching Personnel** on **April 17-20, 2023**, within the area of **Pasig City** (*venue: TBA*).

This activity aims to help ensure that the target learning interventions for non-teaching personnel are context-responsive in addressing their learning needs and are strategically anchored on DepEd's mandates, core values, and strategies, particularly in alignment with the BEDP 2030 and in response to the MATATAG Agenda.

Specifically, the workshop targets to:

- finalize F.Y. 2023 Learning and Development Plan charged against the OPDNTP Program Support Fund; and
- prepare multi-year Learning and Development Plan for NTPs of the regions for FY 2024-2026.

In this regard, the following representatives from **each region** are enjoined to participate the said activity:

- **(1) Chief, RO Human Resource Development Division (HRDD)**
- **(1) RO Non-Teaching Personnel (NTP) Focal Person**
- **(2) SDO-HRDS Senior Education Program Specialist (SEPS)**, selected by the Regional Office

Please have the participants **confirm** by registering through the link/QR code below on or before **March 30, 2023**:

**<https://bit.ly/R-LDPReg>**

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or scan:



Participants are advised to **bring the following (per region):**

- Most recent references for identifying and mapping programs and activities and their implementation requirements to address priority needs of NTPs in the region (e.g., LDNA Report, consolidated Individual development Plans (Part IV of RPMS-IPCR), or other employee needs assessment results; and
- Laptop and extension cord.

Arrival and registration of participants are expected on **April 17, 2023**, before 12:00NN. The **program shall begin at 1:00 PM**. Meals and accommodation for the participants shall be provided by BHROD-HRDD. First and last meal provisions are **Lunch on April 17, 2023 (Monday/Room Check-in)** and **PM Snack on April 20, 2023 (Thursday/Room Check-out)**, respectively. Travel expenses will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

For concerns, please contact BHROD-HRDD through Ms. Lyka Nichollaine T. Lacia-Lopez, with email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number: **(02) 8470-6630**.

For your appropriate action.

[HRDD/LNTLL]



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 JUMAMIL-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 OPDNTF PSF **must be submitted every quarter by the RO HRD Focal Person** through this folder link [https://bit.ly/2023\\_OPDNTF\\_PSF](https://bit.ly/2023_OPDNTF_PSF).

All inquiries or clarifications on this memo can be course through the email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) copy furnished [fatima.angeles002@deped.gov.ph](mailto: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
<b>TOTAL</b>	<b>55,447</b>	<b>19,398</b>	<b>47,525,100.00</b>

\* 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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