



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



02 May 2024

REGIONAL MEMORANDUM

No. 431 s. 2024

To: Schools Division Superintendents
Chiefs of School Governance and Operations Division (SGOD)
All Others Concerned

**SUBMISSION OF SDOs 2024 OFFICE LEARNING AND DEVELOPMENT PLAN
FOR NON-TEACHING PERSONNEL**

1. In reference to the Memorandum DM-OUHROD-2024-0786, "Submission of 2024 Office Learning and Development Plan for Field Offices Non-Teaching Personnel", all concerned are hereby informed that the above-captioned subject.
2. SDOs are requested to revisit and update last year's submitted Multi-year OLDP if these are still applicable for this year. The accomplished template can be accessed and adjusted through the link <https://tinyurl.com/AdjustedOLP2024> until May 8, 2024, Wednesday, at 5:00 PM.
3. Consolidated SDOs updated OLDP shall be submitted by this office to the Central Office on May 10, 2024, Friday, at 5:00 PM.
2. This activity aims to ensure that L&D objectives are focused on addressing the competency gaps of the non-teaching personnel and that all programs are geared towards the realization of the Basic Education Plan 2030 and MATATAG Agenda.
3. Other details of this undertaking are stipulated in the attached memorandum as a reference.
4. Dissemination and compliance to this memorandum is desired.

JOCELYN DR ANDAYA
Director IV



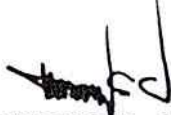
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0786

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

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : SUBMISSION OF 2024 OFFICE LEARNING AND
DEVELOPMENT PLAN FOR FIELD OFFICES NON-TEACHING
PERSONNEL

DATE : April 26, 2024

This has reference to the 2024-2026 Regional Office Learning and Development Plan (OLDP) submitted during the conduct of the *Learning and Development (L&D) Planning Workshop* last 2023.

To ensure that all L&D objectives are centered to address the competency gaps of the non-teaching personnel, and all programs are geared towards the realization of Basic Education Plan 2030 and the MATATAG Agenda, the Bureau of Human Resource and Organizational Development (BHROD), by virtue of *Office Order OO-OSEC-2023-086* as the Secretariat of the Personnel Development Committee, **is hereby requesting all the Regional Offices to do the following:**

1. Revisit and update, if necessary, the 3-year OLDP submitted last 2023 to validate all the L&D proposals and check if these are still applicable for this year; and
2. Resubmit the soft copy of the latest approved 3-year OLDP through this link: <https://bit.ly/2024ROLDP> using the Excel file template with file name *Consolidated LDP for 2024*. The deadline for the submission is until **May 10, 2024, Friday, at 5:00 PM.**

The 3-year OLDP, upon the approval of the BHROD, shall serve as a reference for the projection, allocation, and distribution of the 2024 Organizational and Professional Development Fund for Non-Teaching Personnel-Program Support Fund (OPDNTP-PSF) amounting to **Php 66,493,000.00**, which shall be equitably downloaded to respective Regional Offices for funding all L&D programs and activities of non-teaching personnel.

For any concerns or clarifications, kindly contact **Mr. Siljohn Rey Salazar** of the BHROD-Human Resource and Development Division (BHROD-HRDD) at (02) 8470-6630 or through email at bhrod.hrdd@deped.gov.ph copy furnished siljohn.salazar@deped.gov.ph.

For your information and appropriate action.

[HRDD/Salazar]



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