



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

August 14, 2024

**REGIONAL MEMORANDUM**

No. 835 s. 2024

**To:** Schools Division Superintendents

**FY 2024 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT FUND ALLOCATION, UTILIZATION, AND MONITORING**

1. This In reference to DM-OUHROD-2024-1500 dated 06 August 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Administration and Undersecretary for Finance, Annalyn M. Sevilla, the field is hereby informed regarding the above-captured subject.
2. In line with the BEDP 2030 and the MATATAG Agenda, DepEd's L&D interventions will support the department's strategies for continuous improvement, focusing on strengthening personnel capabilities for more efficient governance and management processes. With this, a total amount of **Php 4,284,000.00** from the FY 2024 (EA. No.11975) Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Current Fund, shall be allocated and downloaded to various Schools Division Offices which shall serve as Program Support Fund (PSF) for Non-Teaching Personnel Professional Development in the Region, Schools Division Offices and Schools. **The PSF shall be utilized for the L&D interventions of non-teaching personnel based on the updated Office Learning and Development Plan submitted last May 2024 of the Regional Offices** as a result of their respective regional needs, analysis, and/or emerging directives.
3. Please refer to the following enclosures relative to the conduct of the program:  
**Enclosure 1:** *FY 2024 OPDNTP Programs Support Fund:  
Breakdown of Allocation*  
**Enclosure 2:** *Memorandum DM-OUHROD-2024-1500*  
**Enclosure 3:** *Annex B OPDNTP Utilization and Monitoring Guidelines*  
**Enclosure 4:** *Annex C Regional and School Division Office Activity  
Completion Report Templates*
4. To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2024



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>

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Republic of the Philippines  
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OPDNTP PSF **must be submitted every quarter to the RO L&D Focal Person** through this link: <https://tinyurl.com/OPDNTP-PSF2024>.

5. In the event of any questions or concerns, you are encouraged to reach out to Mr. Arren V. Aduan, Education Program Supervisor, HRDD-NEAP(R), and the Regional Focal Person for Learning and Development, at the following email address: [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).

6. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR ANDAYA**  
Director IV





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

Enclosure 1:

**FY 2024 OPDNTF PROGRAMS SUPPORT FUND**  
**Regional Breakdown of Allocation**

\* Allocation is based on the updated Office Learning and Development Plan submitted last May 2024.

Offices	Amount Requested	% of Total Allocation	Amount Granted
Regional Office NCR	190,580.00	2.87%	123,132.00
SDO Caloocan City	236,000.00	3.56%	152,478.00
SDO Las Piñas City	1,102,000.00	16.62%	711,993.00
SDO Makati City	348,000.00	5.25%	224,840.00
SDO Malabon City	121,300.00	1.83%	78,371.00
SDO Mandaluyong City	364,000.00	5.49%	235,177.00
SDO Manila City	556,556.00	8.39%	359,586.00
SDO Marikina City	77,600.00	1.17%	50,137.00
SDO Muntinlupa City	94,700.00	1.43%	61,185.00
SDO Navotas City	382,900.00	5.77%	247,389.00
SDO Parañaque City	736,000.00	11.10%	475,524.00
SDO Pasay City	126,000.00	1.90%	81,408.00
SDO Pasig City	285,000.00	4.30%	184,136.00
SDO Quezon City City	500,000.00	7.54%	323,046.00
SDO San Juan City	415,000.00	6.26%	268,128.00
SDO Taguig City and Pateros	500,000.00	7.54%	323,046.00
SDO Valenzuela City	595,000.00	8.97%	384,425.00
<b>TOTAL</b>	<b>6,630,636.00</b>	<b>100%</b>	<b>4,284,000.00</b>





Republika ng Pilipinas


# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024- 1500

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, and  
Administration*

  
**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

SUBJECT : **FY 2024 ORGANIZATIONAL AND PROFESSIONAL  
DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP)  
PROGRAM SUPPORT FUND ALLOCATION, UTILIZATION AND  
MONITORING GUIDELINES**

DATE : 06 August 2024

In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030 and MATATAG Agenda, DepEd Learning and Development (L&D) interventions shall be guided by and support 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.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 10



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With this, a total amount of **Php 66,493,000.00** from the FY 2024 (R.A. No.11975) Organizational and Professional Development for Non- Teaching Personnel (OPDNTP) Current Fund, shall be allocated and downloaded to various Regional and Schools Division Offices which shall serve as Program Support Fund (PSF) for Non-Teaching Personnel Professional Development in the Region, Schools Division Offices and **Schools**. The **PSF shall be utilized for the L&D interventions of non-teaching personnel based on the Approved Office Learning and Development Plan submitted last April 2023 of the Regional Offices** as a result of their respective regional needs, analysis, and/or emerging directives.

In view of the downloading to the regions, the detailed guidelines on the allocation (see Annex A), utilization and report monitoring are hereby issued (See Annex B). For information and guidance, a copy of the detailed approved Regional and SDO Office Learning Plan can be downloaded through this link [https://bit.ly/2024\\_OPDNTP\\_PSF](https://bit.ly/2024_OPDNTP_PSF).

Regional Offices are encouraged to maximize the use of the OPDNTP- PSF allocations through the continuous adoption of online or blended learning interventions in their learning interventions delivery as specified in the approved Office Learning Plan due to limited budget allocation. In addition, non-teaching licensed professionals\* may still avail funding for their Continuing Professional Development (CPD) and Mandatory Continuing Legal Education (MCLE), provided they occupy a position which requires practice of their licensed profession and that the proposed intervention is needed as reflected on their IDP and/or Office Learning Plan.

To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2024 OPDNTP PSF **must be submitted every quarter by the RO HRD Focal Person** through the link mentioned above.

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 [siljohn.salazar@deped.gov.ph](mailto:siljohn.salazar@deped.gov.ph).

For your information and appropriate action.

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\* 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 (PRC) 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] <http://www.prc.gov.ph/portal/page/portal/prcweb/registration>  
[2] Per Republic Act 1020



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrdd@deped.gov.ph](mailto:usec.hrdd@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	2 of 10



Annex A

**FY 2024 OPDNTF PROGRAMS SUPPORT FUND**

**Regional Breakdown of Allocation**

REGION	NO. OF OFFICES	ALLOCATION
National Capital Region (NCR)	17	4,284,000.00
Cordillera Administrative Region (CAR)	9	2,646,000.00
Region I – Ilocos	15	4,844,000.00
Region II - Cagayan Valley	10	3,262,000.00
Region III - Central Luzon	22	6,916,000.00
Region IVA – CALABARZON	24	6,818,000.00
Region IVB – MIMAROPA	8	2,513,000.00
Region V – Bicol	14	5,327,000.00
Region VI - Western Visayas	22	5,859,000.00
Region VII - Central Visayas	22	4,669,000.00
Region VIII - Eastern Visayas	14	4,207,000.00
Region IX - Zamboanga Peninsula	9	2,387,000.00
Region X - Northern Mindanao	15	3,605,000.00
Region XI – Davao	12	2,940,000.00
Region XII – SOCCSKSARGEN	9	3,017,000.00
Region XIII – CARAGA	13	3,199,000.00
<b>TOTAL</b>	<b>235</b>	<b>66,493,000.00</b>

## Annex B OPDNTP Utilization and Monitoring Guidelines

### I. General Scope and Exclusions

The Organizational and Professional Development for Non- Teaching Personnel - Program Support Fund (OPDNTP- PSF) served as fund source for learning and development of non-teaching personnel from central, regional, schools division offices, and schools. Learning and Development (L&D) interventions are activities or set of activities undertaken by the Department to address a competency gap affecting an individual or organizational performance. These are part of the Office Learning and Development plan but may also be undertaken to immediately address an emerging need for individuals and group competencies (knowledge, skills, attitude) classified into core, functional, and leadership.

The following shall not be covered on the utilization of PSF fund:

- a. L&D Programs or Interventions for Teaching Personnel (e.g. Teachers availing L&D Programs) and Related-Teaching Personnel (e.g. Chief and Education Program Supervisors, Senior Education Specialist, Education Program Specialist availing CPD Trainings for Teachers);
- b. Programs involving learner students from the schools; and
- c. Personnel expenses in relation to long-term scholarship availment, whether partial or full-funded grants.

### II. Eligible Expenses

Approved activities in Office Learning and Development Plan (OLDP) shall be charged against the OPDNTP PSF with the following allowable expenses:

- a. Board and Lodging
- b. Meals
- c. Training Supplies
- d. Contingency Fund
- e. Honorarium for Resource Person/s
- f. Registration Fee for External L&D Intervention

Activities to be charged against the OPDNTP PSF shall be conducted in accordance with the existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

### III. Accomplishment Reporting and Fund Monitoring and Evaluation

To ensure effective reporting, monitoring, and evaluation of L&D activities, the following procedures must be strictly observed:

- a. SDO through their HRDD Focal shall generate the Activity Completion report (Annex C) for every approved activity conducted and charged against the OPDNTP-PSF. The RO-HRDD shall establish regional guidelines and mechanism of reporting to ensure timely submission of accomplishment and fund utilization report.
- b. RO shall prepare a separate Activity Completion report for all the regional office activities conducted.
- c. Regional Office Summary Completion Report (Annex D) shall be prepared by the RO-HRDD containing all the conducted trainings, programs, and activities (RO and SDO) for submission to BHROD HRDD on or before the last working day of the quarter following the fiscal calendar of each year (e.g., Quarter 3 Summary Completion Report for 2024 covering July-September must be submitted on September 30, 2024).
- d. The template for the periodic reporting on fund utilization template may be accessed through this link: [https://bit.ly/2024\\_OPDNTP\\_PSF](https://bit.ly/2024_OPDNTP_PSF).

### IV. Effectivity of the Guidelines and Continuing OPDNTP PSF Fund Availability

This guideline shall take effect immediately for the downloaded OPDNTP Fiscal Year 2024. On the other hand, RO and SDO with existing/remaining OPDNTP-PSF from FY 2023 based on approved LDPs shall be utilized until 31 December 2024.





**Annex C**

**Regional Office and School Division Office Activity Completion Report**

<b>Title of Activity</b>	
<b>Venue</b>	
<b>Participants</b>	
<b>Attendance</b>	
<b>Objectives</b>	
<b>Narrative Report</b>	
<b>Photos</b>	
<b>Output</b>	

Prepared by:

(Name and Position Title  
of Activity Proponent)  
Date:

Recommending Approval:

(Name and Position Title  
of the Chief HRDD)  
Date:

Approved by:

(Name and Title  
of PDC Chair)  
Date:



**Annex D**

**Regional Office Summary Completion Report**

Title of Program / Activity	Learning Objectives (Specify the Learning Gaps that needs to be addressed)	Date of Conduct (Include the day zero of the program)	No. of Attendees (Properly account Male or Female)	Profile of Participants (Detailed Position of the Participants)	Learning Modality (Face-to-Face, Online, Blended)	Amount Utilized (Indicate whether 2023 or 2024 PSF. Reflect the approved budget allocation vs the amount utilized)	Remarks (Completed/ Deferred/ Cancelled and the reason for such remarks)
<b>RO Proper</b>							
<b>Schools Division Offices</b>							
<b>SDO 1</b>							
<b>SDO 2</b>							
Prepared by:		Recommending Approval:			Approved by:		
(Name and Position Title of OPD/NTP PSF Focal) Date:		(Name and Position Title of the Chief HRDD) Date:			(Name and Position Title of the Regional Director) Date:		