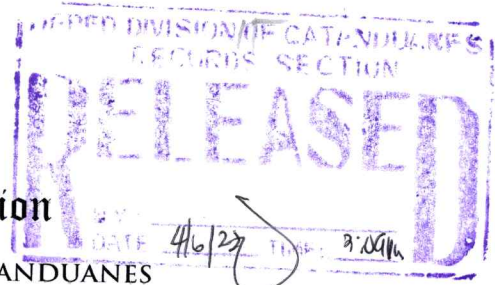




Republic of the Philippines  
**Department of Education**  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors of CID & SGOD  
Education Program Supervisors  
Unit/Section Heads  
All Others Concerned**

From: **SUSAN S. COLLANO**  
Schools Division Superintendent

Date: April 05, 2022

Subject: **REQUEST FOR DATA ON THE LEARNING & DEVELOPMENT PLAN OF  
EACH UNITS/SECTIONS OF THE SDO**

1. In reference to the Bureau of Human Resource and Organizational Development (BHROD) Memorandum DM-HROD-2022-0257, dated March 01, 2022, titled FY 2022 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Guidelines in the Allocation, Utilization, and Monitoring, SDO Catanduanes has received a fund allocation for the learning and development (L&D) intervention of its Non-Teaching Personnel.
2. Per DepEd Order 40, 2020, Non-Teaching Personnel are categorized as "allied services personnel such as accountants, planning officer, human resource management officers (HRMOs), records officers, cashiers, budget officers, engineers, architects, dentists, school physicians, nutritionist, nurses, legal officers, and other support personnel.
3. In addition to the learning & development interventions, Non-Teaching licensed professionals may avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession.
4. In line with these, all SDO unit/section heads must accomplish the Office Learning Plan (*see Enclosure 1*). Please refer to the 2021 Individual Performance Commitment and Review Form (IPCRF) Part IV of your team as the source of the learning and development assessment.



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

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5. The SGOD-Human Resource Development unit is tasked to consolidate the Office Learning & Development plan from each unit/section and finalize the SDO Learning and Development Plan for Non-Teaching Personnel for CY 2022.
6. To download the digital copy of the above-mentioned template please go to: <https://bit.ly/3DINWMg>.
7. The Office Learning Plan can be submitted to SGOD-HRD in either print or digital copy on or before **April 15, 2022**. Digital copies should be submitted here: <https://bit.ly/OPDNTP-OfficeLD2022>.
8. Also enclosed in this memorandum is the DM-HROD-2022-0257 for reference of allowable expenses.
9. For information, immediate dissemination, and compliance.



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

**OFFICE LEARNING PLAN**  
**L & D for Non-Teaching Personnel in View of the COVID-19 Pandemic**  
**FY 2022**

**Functional Division:**

**Unit/Section:**

Name of Personnel	Position	Status of Employment	Email	Learning Objective	Target Competency to Develop	Program/Course to Enrol (Title)	Service Provider	Schedule of Program/Class	Registration Fee (if any)	Method of Knowledge Sharing after the program/course
<i>Example:</i>										
I. Juan Dela Cruz	Project Development Officer II	Permanent	juan.delacruz@deped.gov.ph	Develop strategic HR mgt plans; learn about diversity and multiculturalism for successful recruitment, interviewing, testing, selection, compensation, training, etc.	Human Resources Management and Development	1. Diploma in Modern Human Resource Management	Alison	June 08-10, 2022	P 1,800.00	Office Learning Session
				Learn different technologies for collaboration and project management tools that can help to ease the difficulties of working remotely.	Collaboration with remote team	2. Collaborative Working in a Remote Team (online course)	Future Learn	Self-paced	Free	Office Learning Session

*Prepared by:*

*Noted by:*

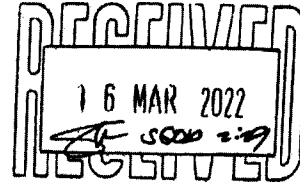
Name  
Date

Unit/Section Head  
Date

DOC-2022-0910



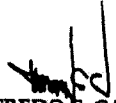
Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY



**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

MEMORANDUM  
DM-HROD-2022-0257

FOR: : Regional Directors  
Schools Division Superintendents  
Chiefs, Regional HRDD & School Governance & Operations

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

SUBJECT : FY 2022 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Guidelines in the Allocation, Utilization and Monitoring

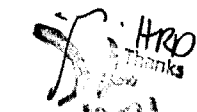
DATE : 01 March 2022

The Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) is a fund source to support the different interventions envisioned to build and strengthen the capabilities of the agency, its offices, and its people to proactively respond to the current and future demands in the Department. Currently, it is being managed by the Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHROD-HRDD).

Based on FY 2022 GAA, Program Support Fund (PSF) fund amounting to Php 43,744,000.00 was directly released to the Regional and Schools Division Offices under For Comprehensive Release (FCR). The allocation of the PSF was computed equitably based on initial physical targets identified per region. For reference, please see attached Annex A for the Breakdown per Region and Annex B for the FY2022 General Appropriations Act (GAA) Regional and Schools Division Allocation of OPDNTP Fund.

Consistent with the purpose of OPDNTP, non-teaching personnel including non-teaching licensed professionals may utilize PSF for their Learning and Development Intervention. subject to equitable allocation of funds.

In addition, non-teaching licensed professionals may avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession.

  
HRO  
Thanks  
1207  
MAR 22 0538

DOC-2022-0910

As we are still in the period of State of Public Health Emergency, the following issuances shall serve as reference and guidance of all implementing units for the learning and development of non-teaching personnel in DepED:

- 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"

For the eligible activities under the OPDNTP and allowable expenses, please refer to the attached Annex C & D, respectively.

In consideration of the IATF rules and the varied situations across Regional Offices (RO) and Schools Division Offices (SDO), the said offices may set targets on their respective L&D plan, provided it is governed by DO 40, s. 2020 and other existing rules and regulations on the conduct of programs and activities.

To comply with the monitoring requirements specified in DO 40, s. 2020, plans and accomplishments on the utilization of the FY2022 OPDNTP PSF must be accomplished and updated every quarter by the HRD Focal Person in the RO and SDO levels. The links for the online monitoring tools are included in Annex A.

Below is the link for the template and submission of the Learning and Development Plan:

1. Templates:  
Regional Learning plan: <http://bit.ly/ROsLearningPlan>  
SDO learning plan: <http://bit.ly/SDOsLearningPlan>
2. Link for the uploading of accomplished L&D Plan  
FY 2021 L&D Plan: <https://bit.ly/FY2021-OLP>  
FY 2022 L&D Plan: <https://bit.ly/FY2022-OLP>

All inquiries or clarifications on this memo can be course through the same emails provided above.

For your information and appropriate action.

*\* 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*<sup>11</sup>

<sup>11</sup> <https://www.prc.gov.ph/professional-regulatory-boards>

[BHROD-HRDD/Angela]

Division of Meycauayan City	54,000		54,000
Division of Mula Science City	66,000		66,000
Division of Nueva Ecija	609,000		609,000
Division of Olongapo City	130,000		130,000
Division of Pampanga	530,000		530,000
Division of San Fernando City	133,000		133,000
Division of San Jose City	67,000		67,000
Division of San Jose del Monte City	162,000		162,000
Division of Tarlac	440,000		440,000
Division of Tarlac City	123,000		123,000
Division of Zambales	271,000		271,000
<b>Region IVA - CALABARZON</b>	<b>9,233,000</b>	<b>4,273,000</b>	<b>13,506,000</b>
Regional Office - IVA	9,233,000	76,000	9,309,000
Division of Antipolo City		137,000	137,000
Division of Baroor City		71,000	71,000
Division of Batangas		564,000	564,000
Division of Batangas City		201,000	201,000
Division of Biñan City		104,000	104,000
Division of Cavite City		85,000	85,000
Division of Cavite		125,000	125,000
Division of Cavite City		456,000	456,000
Division of Dasmariñas City		83,000	83,000
Division of General Trias City		130,000	130,000
Division of Imus City		89,000	89,000
Division of Inua City		56,000	56,000
Division of Laguna		383,000	383,000
Division of Lipa City		128,000	128,000
Division of Lucena City		99,000	99,000
Division of Quezon		723,000	723,000
Division of Rizal		369,000	369,000
Division of San Pablo City		125,000	125,000
Division of Sta. Rosa City		94,000	94,000
Division of Tanauan City		105,000	105,000
Division of Tayabas City		70,000	70,000
<b>Region IVB - MIMAROPA</b>	<b>5,423,000</b>	<b>1,696,000</b>	<b>7,119,000</b>
Regional Office - IVB	5,423,000	76,000	5,499,000
Division of Calapan City		104,000	104,000
Division of Marinduque		149,000	149,000
Division of Occidental Mindoro		274,000	276,000
Division of Oriental Mindoro		310,000	310,000
Division of Palawan		308,000	308,000
Division of Puerto Princesa City		127,000	127,000
Division of Romblon		266,000	266,000
<b>Region V - Bicol</b>	<b>8,257,000</b>	<b>3,322,000</b>	<b>11,579,000</b>
Regional Office - V	8,257,000	80,000	8,345,000
Division of Albay		402,000	402,000
Division of Camarines Norte		286,000	286,000
Division of Camarines Sur		732,000	732,000
Division of Catanduanes		276,000	276,000
Division of Iriga City		86,000	86,000
Division of Legazpi City		119,000	119,000

**Annex A**

**FY 2022 OPDNTF PROGRAMS SUPPORT FUND**

Regional Breakdown of Physical Targets and Financial Amounts  
and link for the online monitoring tool

REGION	PHYSICAL	FINANCIAL	LINKS FOR THE MONITORING TOOL
<b>TOTAL</b>	<b>60,775</b>	<b>43,744,000.00</b>	
<b>NCR</b>	<b>4845</b>	<b>3,487,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-NCR">https://bit.ly/2022-OPDNTF-NCR</a>
<b>CAR</b>	<b>4473</b>	<b>3,220,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-CAR">https://bit.ly/2022-OPDNTF-CAR</a>
<b>Region I</b>	<b>2237</b>	<b>1,610,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO1">https://bit.ly/2022-OPDNTF-RO1</a>
<b>Region II</b>	<b>3064</b>	<b>2,205,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO2">https://bit.ly/2022-OPDNTF-RO2</a>
<b>Region III</b>	<b>5970</b>	<b>4,297,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO3">https://bit.ly/2022-OPDNTF-RO3</a>
<b>Region IV-A</b>	<b>5936</b>	<b>4,273,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO4A">https://bit.ly/2022-OPDNTF-RO4A</a>
<b>Region IV-B</b>	<b>2357</b>	<b>1,696,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO4B">https://bit.ly/2022-OPDNTF-RO4B</a>
<b>Region V</b>	<b>4615</b>	<b>3,322,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO5">https://bit.ly/2022-OPDNTF-RO5</a>
<b>Region VI</b>	<b>5405</b>	<b>3,890,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO6">https://bit.ly/2022-OPDNTF-RO6</a>
<b>Region VII</b>	<b>4389</b>	<b>3,159,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO7">https://bit.ly/2022-OPDNTF-RO7</a>
<b>Region VIII</b>	<b>3871</b>	<b>2,786,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO8">https://bit.ly/2022-OPDNTF-RO8</a>
<b>Region IX</b>	<b>2271</b>	<b>1,635,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO9">https://bit.ly/2022-OPDNTF-RO9</a>
<b>Region X</b>	<b>3278</b>	<b>2,359,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO10">https://bit.ly/2022-OPDNTF-RO10</a>
<b>Region XI</b>	<b>2645</b>	<b>1,904,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO11">https://bit.ly/2022-OPDNTF-RO11</a>
<b>Region XII</b>	<b>2599</b>	<b>1,871,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-RO12">https://bit.ly/2022-OPDNTF-RO12</a>
<b>CARAGA</b>	<b>2820</b>	<b>2,030,000.00</b>	<a href="https://bit.ly/2022-OPDNTF-CARAGA">https://bit.ly/2022-OPDNTF-CARAGA</a>

*\*Based on FY2022 General Appropriations Act (GAA)*

**Eligible Activities:**

- a. DepEd-organized structured learning experiences such as, but not limited to, trainings, webinars, and retooling activities;
- b. Externally organized structured learning experiences, such as, but not limited to, training, diploma, certificate, and short-term courses;
- c. Coaching & mentoring such as, but not limited to, rater-ratee discussions;
- d. Experiential learning such as, but not be limited to, peer-to-peer learning like Learning Action Cell (LAC) and office-to-office benchmarking;
- e. Development, production, and reproduction of resource materials, such as, but not be limited to, manuals, guides, handbook, and instructional videos.
- f. L&D program/short courses for Continuing Professional Development (CPD) of *non-teaching licensed professionals\** occupying a position of their licensed profession.

**In addition**, as we are still in the period of State of Public Health Emergency, the following issuances shall serve as reference and guidance of all implementing units for the learning and development of non-teaching personnel in DepED:

- c. 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"
- d. DM-HROD-2021-0050  
"Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd"



## ANNEX C

### OPDNTF PURPOSE AND ELIGIBLE ACTIVITIES

#### 1. HUMAN RESOURCE DEVELOPMENT

These are the programs, activities, or projects (PAPs) that support employees' development across the Central Office, Regional Offices, and Schools Division Offices.

Eligible activities:

- a. Development, dissemination, and monitoring & evaluation (M&E) of relevant Human Resource Development (HRD) policies, systems, standards, processes, and tools.

#### 2. ORGANIZATIONAL DEVELOPMENT

These are the programs, activities, or projects that support organizational and office effectiveness.

Eligible activities:

- a. Development, dissemination, and monitoring & evaluation (M&E) of Organizational Development policies, systems, standards, processes, and tools;
- b. Organizational design and health interventions, such as, but not limited to, office mandates and functions, performance improvement, quality management, governance, structure, systems, processes, resource management, and organizational culture;
- c. Team formation and strengthening; and
- d. Organizational assessment and review.

#### 3. PROFESSIONAL DEVELOPMENT

##### a. FUNCTIONAL

These are Learning and Development (L&D) activities that are designed, developed, implemented, monitored, and evaluated by non-school-based offices to address the non-teaching functional competency needs of DepEd employees. This includes the abilities to use procedures, techniques and knowledge or specialized field.

##### b. CORE & LEADERSHIP

These are Learning and Development activities that centrally designed, developed, implemented, monitored, and evaluated by a non-school-based L&D focal office to address the core and leadership competency needs of DepEd employees and key functional groups such as, but not limited to, the Personnel Development Committee (PDC). Core competencies include the foundational competencies that everyone in the organization must possess to determine overall desired results; while leadership competencies include skills and behaviors needed to perform management/leadership functions and processes.

## ANNEX D

### Costing Parameters

\* As attached in Memorandum No. OUCOS-PS-2021-013 dated August 20, 2021, on the FY2022 Post Planning Schedule Program Profile

Activity	Allowable Expenses	Requirement/s
Overhead	Payment of Salaries and Allowable Benefits (COS and HTC), Petty Cash, usual Office Supplies (includes safety supplies like face masks, disinfectants, hand sanitizer, etc.), Extraordinary Allowance for Third-level Officials, Mobile Allowance for Assistant chiefs and above (as allowed in the DepEd Order), buffer for traveling expenses (unforeseen) and communications expense for output-based personnel amounting to P300.00 (subject to implementing guidelines)	In the allocation of MOOE, priority shall be given to mandatory expenditures such as utility expenses, communications expenses, professional and general services, before allocating funds for regular operating expenditures.
	Meal expense (maximum of Php 400) for personnel reporting as skeletal workforce (COS or permanent) per day during the state of public health emergency due to corona virus disease 2019	
Online Meeting Platform Subscription	MS Teams as our official platform is recommended. Other <u>free</u> platforms offering basic accounts may also be used.	
Webinars (e-trainings, seminars, workshops, orientations)	<u>Supplies</u> amounting to a maximum of P300 depending on the nature of activity	<u>Supplies: Php 300.00 per participant for a three-day seminar/training and/or workshop that includes a top-up of Php 50.00 per contact day for areas without internet connectivity.</u>
	<u>Contingency</u> amounting to a maximum of P5,000.00 as an allowance for communications expenses and other unforeseen expenses during the actual conduct) as provided in existing DepEd issuance.	
	<u>Payment of Honorarium and Other Professional Services</u> of non-DepEd resource persons subject to DBM Circulars	
	<u>Meals</u> for the onsite program management team and secretariat and participants	
Meetings	<u>Meals (DepEd Order No. 02, s. 2018)</u>	
Face to Face (subject to social distancing)	<u>The following are the allowable rates for activities that are less than one day, or for activities that do not require three meals:</u>  <u>Breakfast: P200</u> <u>Snacks (AM/PM): P100</u> <u>Lunch/Dinner: P400</u>	Subject to existing IATF guidelines and as allowed in the DepEd Order No. 02, s. 2018, "Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)"