



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
SGOD-2023- 048

February 10, 2023

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

To: Neptune L. Tambilawan- AO V Budget Officer
Ronald B. Dedace- SEPS HRD

1. This is in reference to Regional Memorandum HRDD-2023-005 dated February 8, 2023 signed by Maria Ines C. Asuncion, Director III, Office of the Assistant Regional Director, re: FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization and Monitoring Guidelines.
2. The PSF shall be utilized for L&D interventions of non-teaching based on the learning plan of the Office. The SEPS HRD shall gather thru online survey and analyze the results of the TNA through Performance Analysis, Competency-Based data, or on emerging directives that require new or upgrading of competency.
3. Attached is the Office Learning Plan template to be submitted on or before February 13, 2023.
4. For information, guidance, and compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: FEB 10 2023 TIME: 4:34pm

BY: [Signature]





OFFICE LEARNING PLAN

Fiscal Years:	2023 - 2025
Office/Division:	Division of Digos City
Bureau/Service/Region:	Region XI
Governance Level:	
Office Email Address:	

A. Summary of Learning Needs by Job Group

Office	Job Group	Performance Objective (Refer to KRAs in the RPMS)	Learning Objective (KSA to be developed)	Learning Modality (Training, Seminars, etc.)	Enablers/Facilitating Requirements to Ensure Success of Learning Interventions	Priority Competencies Per Year		
						2023	2024	2025
Office of the Schools Division Superintendent (OSDS)								
	SDS							
	ASDS							
	Budget							
	Admin							
	Personnel							
Curriculum & Instructions Division (CID)								
	EPS							
	PSDS							
	EP Specialist							
School Governance and Operations Division								
	Planning							
	HRDs							
	SocMOB							

B. Common Learning Needs

Group and Names of Personnel	Common Learning Need (Refer to LNA Results and/or IDP)	Performance Objective (Refer to KRAs in the RPMS)	Learning Objective (KSA to be developed)	Learning Modality (Training, Seminars, etc.)	Enablers/Facilitating Requirements to Ensure Success of Learning Interventions	Priority Competencies Per Year		
						(Year 1)	(Year 2)	(Year 3)
Admin Staff: 1. Pablo dela Cruz- AA II 2. Mateo Santos- AA II 3. Bartolome Lopez- AO 1 4. Lorenzo Reyes- AA II 5. Tomas							✓ For all pax	

6. Maria								
7. Ana								
8. Monica								
9. Elizabeth								
Finance Staff:								
1. Nicanor Santos- AA II								
2. Milo Novelicio- AA II								

C. Unique Learning Needs

No.	Name of Personnel	Position	Unique Learning Need (Refer to LNA Results and/or IDP)	Learning Objective (KSA to be developed)	Learning Modality (Formal, RDL, JEL)	Enablers/Facilitating Requirements to Ensure Success of Learning <i>Interventions</i>	Priority Competencies Per Year		
							(Year 1)	(Year 2)	(Year 3)
1	Maria dela Cruz	PDO II					✓		
2									
3									
n.									

Prepared by:

Approved by:

(Name of Office Head)

(Name of SDS/Regional Director)

Date:

Date:



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos
RECORDS SECTION
RECEIVED 97551
DATE: 08 FEB 2023 TIME: 11:43am
BY:

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2023-026

To : Assistant Regional Director
All Schools Division Superintendents

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

Date : February 8, 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.

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. RO and all SDOs are required to submit their Office Learning Plan. The Office Learning Plan template can be downloaded through this link: https://bit.ly/2023_OPDNTP_PSF. Deadline for the SDOs submission to RO will be on or before February 13, 2023.

Along this vein, the following criteria maybe used in prioritizing the L & D programs:

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



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

In compliance with the monitoring requirements specified in DO 40, s. 2020, all SDO HRD Focal Persons must submit plans and accomplishments on the utilization of FY 2023 OPDNTF PSF, which shall be consolidated by the RO HRD Focal Person and must be submitted through this folder link: https://bit.ly/2023_OPDNTF_PSF. Please refer to the enclosures for further details and information.

Immediate dissemination on this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director


MARIA INES C. ASUNCION
Director III
Office of the Assistant Regional Director

Enclosed: As Stated.

ROH1/rnb

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

Date: 1/09/23 Time: Feb. 08, 2023



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

Department of Education

OFFICE OF THE UNDERSECRETARY

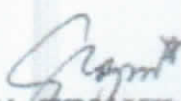
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT


27. 14684
31 JAN 2023 3:25

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.



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-2023-0063

TO : **Regional Directors**
HRDD Chiefs
NEAP-R Focal Persons
Schools Division Superintendents
All Others Concerned

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

SUBJECT : **2023 HRD PROGRAM SUPPORT FUND (PSF) AND INSET**
FUND FOR THE REGIONS AND DIVISIONS

DATE : **JANUARY 04, 2023**

1. This is to inform the Regional and Schools Division Offices (ROs and SDOs) that the 2023 HRD Program Support Fund (PSF) Fund for the Regions and Schools Divisions has been approved for direct release by the Department of Budget and Management (DBM).
2. The allocation list is attached for your reference (Enclosure 1).
3. However, following the new directives set by the new administration, which aims to streamline the Department's systems and processes and strengthen professional development (PD) programs for teachers and school leaders through partnerships with the Teacher Education Institutions (TEIs) from the National Network of Normal Schools (3NS), **ROs and SDOs are advised to hold the utilization of the PSF until such time that the new strategic HRD plan is developed by this Office.**

4. A separate memorandum regarding the utilization of PSF for FY 2023 shall be released by this Office.
5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders* (Enclosure 3).
6. The provisions of DepEd Order No. 001, s. 2020 entitled *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders* (Enclosure 4) shall be applicable to all activities referred to by *Items A and B*, in the eligible activities and allowable expenses of DO 30, s. 2021.
7. For more information and clarifications, please contact the **National Educators Academy of the Philippines**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at neap.oda@deped.gov.ph or at telefax number (02) 8638-8638.
8. For your information and strict compliance.

Enclosures:

1. *List of Allocation per RO and SDO*
2. *List of Allocation for INSET funds*
3. *DepEd Order 30, s. 2021 - Multi-Year Guidelines on the Utilization of HRD Fund*
4. *DepEd Order 001, s. 2020 - Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*

Copy furnished:

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Governance and Field Operations