



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

**Office of the Schools Division Superintendent**

**April 14, 2026**

**DIVISION MEMORANDUM**

SGOD-2026-192

To : SGOD Chief  
 HRD Specialist  
 All Others Concerned

Subject: **SUBMISSION OF THE FY 2026 AND 2027 LEARNING AND DEVELOPMENT PLAN (LDP) FOR NON-TEACHING PERSONNEL**

1. This is in reference to Memorandum DM-OUHRODI-2026-1048 dated March 31, 2026, re: **Submission of the FY 2026 and 2027 Learning and Development Plan (LDP) for Non-Teaching Personnel**, this Office hereby reiterates the need to ensure alignment of all Learning and Development (L&D) initiatives with the Quality Basic Education Development Plan (QBEDP) and the DepEd Five-Point Agenda.
2. In this regard, all concerned are hereby directed to undertake the following:
  - Revisit and update the previously submitted 2026–2027 Office Learning and Development Plan (OLDP) to validate all proposed L&D programs and ensure their relevance in addressing current competency gaps of non-teaching personnel;
  - Consolidate all LDP submissions from various units/sections, ensuring uniformity and compliance with the prescribed template (Annex A);
  - Submit the soft copy of the approved 2026–2027 LDP in both PDF and Excel formats through this link <https://bit.ly/2026-2027ROLDP> following the prescribed file naming format: [OLDP 26-27] SDO Digos City
  - Ensure submission on or before April 24, 2026 (Friday), 5:00 PM to the designated Division L&D Coordinator for consolidation and onward submission.
3. Other relevant details are found in the enclosures.
4. For queries, email [hrrdneap011@gmail.com](mailto:hrrdneap011@gmail.com).
5. Immediate dissemination and compliance with this Memorandum are directed.

Schools Division Office of Digos City

RECORDED  
 DATE: 14 APR 2026

BY: \_\_\_\_\_

Enclosed: As stated.  
 SGOD/jsa

For and in the absence of the  
 Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



**MEMORANDUM**  
**DM-OUHRODI-2026-1041**

**TO : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**CHIEFS, REGIONAL HRDD**  
**SCHOOL DIVISION OFFICE GOVERNANCE & OPERATIONS**  
**DIVISION**  
**ALL OTHER CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development and*  
*Infrastructure*

**SUBJECT : Submission of the FY 2026 and 2027 Regional Office Learning and Development Plan for Non-Teaching Personnel**

**DATE : March 31, 2026**

This has reference to the Multi-year Regional Office Learning and Development Plan (OLDP) submitted during the conduct of the previous Recalibration Workshop for the Regional Learning and Development (L&D) for the field offices in 2024-2025.

To ensure that all L&D objectives are aimed to address the learning gaps of the non-teaching personnel, and all capacity building programs of the field offices are aligned with the Quality Basic Education Plan (QBEDP) and the Five (5) Point 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 instructing all the Regional Office (RO) and School Division Office (SDO) to comply with the following:

1. Revisit and update the 2026 and 2027 OLDP submitted last 2025 to validate all the L&D proposals, and check for program relevance this year;
2. Consolidate OLDP of SDOs including schools non-teaching personnel, and ensure uniformity and compliance with the existing OLDP template (See Annex A)
3. Submit the soft copy of the approved 2026-2027 OLDP through this link: [https://bit.ly/2026\\_2027ROOLDP](https://bit.ly/2026_2027ROOLDP) both in PDF and Excel following the prescribed file name format: [OLDP 26-27] (Name of RO/SDO) on **April 24, 2025, Friday, 5:00 PM.**



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BHROD shall review and approve these OLDPs which shall serve as reference in allocating and releasing the FY 2026 Organizational and Professional Development Fund for Non-Teaching Personnel-Program Support Fund (OPDNTP-PSF) amounting to **Php 57,918,000.00**. The PSF shall be downloaded to the Regional Offices to fund the implementation and delivery of the L&D programs and activities for field non-teaching personnel.

For any concerns or clarifications, kindly contact Mr. Siljohn Rey Salazar of the BHROD-Human Resource and Development Division at (02) 8470- 6630 or through email at [bhrod.hr@dped.gov.ph](mailto:bhrod.hr@dped.gov.ph), copy furnished [siljohn.salazar@dped.gov.ph](mailto:siljohn.salazar@dped.gov.ph).

For your information and appropriate action.

*[HRDD/ Salazar]*



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**Annex A**

**Office Learning and Development Plan**

<b>Fiscal Year:</b>
<b>Office/Division:</b>
<b>Region:</b>
<b>Office Email Address:</b>
<b>Focal Person:</b>
<b>Contact Details: (Viber)</b>

Office	Job Group & Positions	Competency/ Performance Gap	Learning Objectives	Learning Interventions	Learning Modality	No. of Targets	Date and Venue	Results	Budgetary Requirements

Prepared by:

(Name of Personnel)  
Date:

Recommending Approval:

(Name of Immediate Supervisor)  
Date:

Approved by:

(Name of PDC Chair)  
Date:

