



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 298

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject : **SUBMISSION OF THE 2024 OFFICE LEARNING AND DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL**

Date : May 8, 2024

This is in reference to Regional Memorandum HRDD-2024-116 dated May 3, 2024 signed by Allan G. Farnazo, Director IV re: **Submission of the 2024 Office Learning and Development Plan for Non-Teaching Personnel**. The Bureau of Human Resource and Organizational Development (BHROD) request regional offices to submit updated and approved 3-year OLDP on or before May 10, 2024 at 5:00 PM via <https://bit.ly2024ROLDP>. Relevant details are found in the enclosures.

Functional Divisions and School Division Offices are hereby advised to submit updated Office Learning Plan thru <https://bit.ly2024ROLDP> on before May 9, 2024 for consolidation.

For inquiries, email bhrod.hrdd@deped.gov.ph copy furnish siljohn.salazar@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: MAY 14 2024 TIME: _____

BY: _____

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

[Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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| (082)553-8375



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 120902
DATE: 08 MAY 2024 TIME: 3:08
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2024-116

To : Assistant Regional Director
Chiefs of the RO Functional Divisions
Schools Division Superintendents

Subject: SUBMISSION OF THE 2024 OFFICE LEARNING AND DEVELOPMENT
PLAN FOR NON-TEACHING PERSONNEL

Date : May 3, 2024

This has reference to 2024-2026 Regional Office Learning and Development Plan (OLDP) submitted during the conduct of the Learning and Development (L & D) Planning Workshop last 2023. In this connection, the Bureau of Human Resource and Organizational Development (BHROD) requests regional offices to submit updated and approved 3-year OLPD on or before May 10, 2024 at 5:00 PM via <https://bit.ly/2024ROLDP>. Relevant details are found in the enclosures.

Functional Divisions and Schools Division Offices are hereby advised to submit updated Office Learning Plan thru <https://bit.ly/2024ROLDP> on or before May 9, 2024, for consolidation.

For inquiries, email bhrod.hrdd@deped.gov.ph copy furnished siljohn.salazar@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director

[Handwritten Signature]

Enclosed: As Stated.

ROH3/glv

DEPARTMENT OF EDUCATION DOKI
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: 5.8.24 TIME: 3:04



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

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION

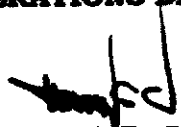
RECORDS

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MEMORANDUM
DM-OUHROD-2024-0786

44.4 30028
2:55

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.**



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



The 3-year OLDP, upon the approval of the BHRD, 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 BHRD-Human Resource and Development Division (BHRD-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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Doc. Ref. Code	DM-OLHRD	Rev	00
Effectivity	03.23.23	Page	2 of 2





Annex A

Office Learning and Development Plan

Title of Program/Training Completed:	
Dates Attended:	
First Name:	Email Address:
Middle Name:	Office/Division:
Last Name:	Position:
Sex: Choose an item.	
Employment Status: Choose an item.	

Objectives	Activities/Strategies	Timeframe	Target Participants	Resources Needed	Expected Output

Prepared by:

(Name of Personnel)
Date:

Recommending Approval:

(Name of Immediate Supervisor)
Date:

Approved by:

(Name of PDC Chair)
Date: