

Republic of the Philippines

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 - 401

To

Assistant Schools Division Superintendent

Division Chiefs

Public Schools District Supervisors Education Program Supervisors

Public School Heads

Subject:

2023 REGIONAL L & D PLAN FOR NON-TEACHING PERSONNEL

RECOMMENDATIONS

Date

July 8, 2024

This is in reference to Regional Memorandum HRDD-2024-161 dated June 20, 2024 signed by Allan G. Farnazo, Director IV re: 2023 Regional L & D Plan for Non-Teaching Personnel Recommendations.

Attached are the remarks and recommendations provided by BHROD-HRDD for each of the proposed learning interventions on the submitted Organizational and Professional Development for Non-Teaching Personnel by Regional Office or School Division Offices.

In view of the foregoing, the revise Learning and Development (L & D) plan will be submitted via bhrod.hrdd@deped.gov.ph.

Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the Schools Division Superintendent

repEd Schools Division of Digos City

SOLLIE B. OLIVER, JD, MATE

Chief Education Supervisor-SGOD

Enclosed: As stated. SGOD/jsa







PED Schools Division of Digay of RECORDS SECTION



Republic of the Philippines

Department of Education 'ATE:

DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-161

To : Assistant Regional Director

Schools Division Superintendents

Subject:

2023 REGIONAL L & D PLAN FOR NON-TEACHING

PERSONNEL RECOMMENDATIONS

Date: June 20, 2024

This has reference to DM-OUHROD-2024-1131 entitled, F.Y. 2023 REGIONAL LEARNING AND DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL dated June 13, 2024, attached are the remarks and recommendations provided by BHROD-HRDD for each of the proposed learning interventions on the submitted Organizational and Professional Development for Non-Teaching Personnel by Regional Office or Schools Division Offices.

In view of the foregoing, the revised Learning and Development (L & D) plan will be submitted via bhrod.hrdd@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO

Enclosed: As Stated.

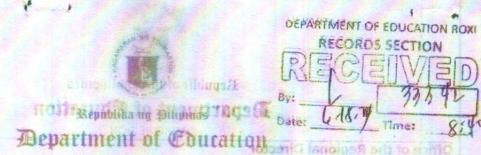
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OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM

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Regional Director, DepEd Region XI

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Human Resource and Organizational Development

SUBJECT F.Y. 2023 REGIONAL LEARNING AND DEVELOPMENT PLAN BRIDE shield but he for non-teaching personnel Japan significant has seening

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DATE June 13, 2024

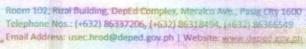
This pertains to the submitted Regional Learning and Development Plan for nonteaching personnel (NTP) with proposed interventions charging against Organizational and Professional Development for Non-Teaching Personnel - Program Support Fund (OPDNTP-PSF). Daghang Salamail.

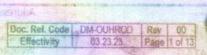
Based on the general observations from the reviewed FY 2023 LDP for NTP of DepEd Region XI, the following are hereby recommended:

- The OPDNTP PSF is intended to provide support to the learning intervention of non-teaching personnel. Please ensure that the allocated funds are utilized
- Ensure alignment of programs to Basic Education Development Plan (BEDP) 2030 and responsiveness to the MATATAG Agenda.
- In writing the learning objectives, follow SMART method (i.e., Specific, Measurable, Achievable, Relevant, and Time-Framed).
- In identifying the appropriate learning intervention, specify the type of activity and reflect it on the title (e.g., Training on the Use of MS Application for Administrative Staff).
- Ensure that the identified learning interventions and objectives directly correspond to the competency/performance gap of the indicated job group/positions.









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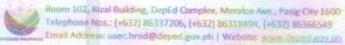
- In availing programs offered by learning institutions external to DepEd, the service provider must be any of the following:
 - o Government Learning & Development Institutions;
 - o CSC Accredited Private Learning & Development Institutions (ALDIs);
 - Professional Regulatory Board/Continuing Professional Development Council (CPDC) Accredited Institutions;
 - o Partner SUCs; and
 - o other foreign/international institutions that are recognized by an international certifying body or are universally recognized.

Attention is also invited to the attached remarks and recommendations for each of the proposed learning interventions. These are intended for the proponent office and approving authorities in the RO/SDO, as guide in finalizing and approving the proposed programs, especially those charging against the OPDNTP-Program Support Fund.

Please submit immediately the revised LDP to BHROD-HRDD through email at bhrod hrdd@deped.gov.ph with the subject: <Revised 2023 LDP-Region 11>,

For your guidance and action.









 Program Development Officer II Nurses 	Administrative Assistant II & III	ADMINISTRATIVE AIDE I, III & VI	 Administrative Assistant II & III Administrative Aide I (OSDS, CID and SGOD) 	Administrative Officer II	School Heads	Accountant Supply Officer	• Cashier	III (Bookkeeper)	Administrative Assistants II &	Financial Management	Administrative Assistants I & II	Management (newly hired)	Administrative / Human Resource	SDO Davao City	Job Group
Training-Workshop on water safety		Training-Workshop on Advanced Microsoft Excel Functions and Formulas		Personality Development Training		(972,000)	Circulars	Relevant to DepEd Personnel and COA	Government Accounting Manual	Canacity Building on Basic Features of	Personnel (208 800 00)	Induction Program for Non-Teaching	Job Embedded Learning		Proposed Learning Intervention
(Approved)	- Ensure inclusion of other MS Tools Applications such as but not limited to, MS Word, MS Excel, MS Powerpoint, MS Teams, etc. in the topics to be discussed since the identified competency/performance gap of NTPs is the advanced skills on MS Office tools.	(Approved)- for minor modification)	- Please specify the budget requirement	(Approved)- for minor modification)						(Approved)			(Approved)		Remarks and Recommendations Approved: Accepted/Concurred/for minor modification Disapproved: Not accepted/for revision

	Teaching Personnel in Oral and Written	Administrative Assistant I to III
	Conduct of Capability	 Administrative Officer IV Budget
competencies in one intervention.	Development Programs	* Administrative Assistant I to II * Administrative Officer I to II
Plan. Classify according to the learning	Attendence	* Section Heads
Revise the Office Learning and Development	based learning and formal learning	• EPS
[Disapproved - for revision]	Combination of Job-embedded	Administrative Staff
the amocated tunes are utilized for NTPs		SDO Davao del Norte
As per DO 007, s. 2023, SEPS and EPS are teaching-related positions. Please ensure that		
[Disapproved unaccepted]	Civil Service d (20,750.00)	* SEPS
the allocated funds are utilized for NTPs		* EPSa
- As per DO 007, s. 2023, EPSa and EPS are	(81,000.00)	* Administrative Officer II * Medical Officer
[Disapproved - unaccepted]	Non-Teaching Personnel	* Administrative Assistants
directly related to one another	(180,000,00)	Administrative Aide
be addressed in one intervention; avoid merging	Functional Divisions, Sections/Units,	
competencies stated in the competency gans to	Administrative Officers of the	
	Basic Office Correspondence among	* Administrative Officer II
Disapproved - for revision)	Training-Workshop on ICT skills and	Administrative Aide
the allocated funds are utilized for NTPs		SDO Davao de Oro
- As per DO 007, s. 2023, PSDS and EPS are teaching-related positions. Please ensure that	Public Schools District Supervisors (145,240.00)	Supervisors Supervisors
[Disapproved - for revision]	Capacity Building on Assessment for Education Program Supervisors and	

SDO Davao del Sur	* Administrative Aide I * Administrative Assistant II & III * Administrative Officer II * Guidance Counselor I & II Registrar I	Curriculum Implementation Division Chief Education Supervisor Administrative Assistant III Education Program Specialist II (ALS) Education Program Supervisor Public Schools District Supervisors Finance Administrative Officer II Administrative Assistant III Office of the SDS Administrative Assistant III Office of the SDS Administrative Assistant III Office of the SDS Administrative Assistant III Enformation Technology Officer School Governance Operations Division Chief Education Supervisor Administrative Aide I Senior Education Program Specialist Education Program Specialist Engineer II Nurse II School Based Personnel
		(210,700.00)

* SGOD Personnel					* SGOD Personnel		Supervisors		- ICI OIIIce								Carried Carried	* Administrative Office	の 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		* Accounting Office		* Records Office	CHICO CHICO	* Cachier Office	Sec. Carrier
Seminar on Administrative Justice (SOAJ)	Course (9,550,00)	* Career Pathing/Succession & Exit Training	* Research Training	* Partnership Training	* Leadership Training	(33,600.00)	Seminar on Administrative Justice	[6,000.00]	Electronics Engineer Seminar	(11,200,00)	Course	* Basic Supervisory Development	* Financial Education Training	Effectiveness (LACE)	s Leave Administration College	Revised 2018 (OPAOHDA)	and Other Himon Beautiful	(54,400,00)	* Computer Training	5	* Financial Education Training	* Computer Training	* Records Management To	Financial Education Training (12,800,00)	[12,800,00]	rinancial Education Training
						一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一	· · · · · · · · · · · · · · · · · · ·														competencies in one intervention.	intervention, Also, avoid merging unrelated	Fian. Classify according to the learning	Revise the Office Learning and Development		[Disapproved - for revision]

* Attorney IV	Human Resource Management * Administrative Aides * Administrative Assistants * Administrative Officers/CID Personnel	Financial Management * Administrative Aides * Administrative Assistants * Administrative Officers * Cashier * Accountant	Please indicate the learning service Administrative Administrative Aides Administrative Assistants Administrative Officers	As observed, almost all job groups in SDO presentation skills. We suggest conducting unrelated competencies in one intervention.	Health and Nutrition Office
Trainings and courses to obtain augmented skills and deep understanding of the law with a host of other technical knowledge and soft	* Training on recruitment and personnel management principles, theories, and practices. * Familiarity with job analysis and job description processes, workforce planning, and talent acquisition strategies. (53,900.00)	Orientation on current financial processes and using new financial management software [85,750.00]	Administrative Assistants Administrative Officers Please indicate the learning service provider if the training to be attended is external to De Training on DepEd Manual of Style and [Approved] Technical Writing Guidelines	in SDO Davao Oriental need to enhance thucting separate learning interventions for rention.	(9,600.00) Basic Health Course (24,000.00)
[Approved - for minor modification]	Clarify the relevance of the communication and interpersonal skills indicated in the competency/performance gap column with human resource practices. Avoid merging unrelated competencies Simplify the learning intervention title "learning strategy+competency/ies+job groups"	Clarify the relevance of the communication and interpersonal skills indicated in the competency/performance gap column with financial management. Avoid merging unrelated competencies	external to DepEd under the learning intervention column [Approved]	As observed, almost all job groups in SDO Davao Oriental need to enhance their interpersonal, teamwork, communication, and presentation skills. We suggest conducting separate learning interventions for the said competencies. Also, please avoid merging unrelated competencies in one intervention.	

 Administrative Officer II & IV Planning Officer EPSII 	 Administrative Aide Administrative Assistant 	SDO Island Garden City of Samal				* CID/SGOD/OSDS	SDO Digos City	cm/sqob/osps	SDO Davao Occidental	* Project Development Officers I	* Project Development Officer II- LRMDS		* EPS II-SME
Non-Teaching Personnel 107,800.00 - OPDNTP 102,200.00 - Division MOOE	Regional Assembly of Education Leaders cum Training Workshop for	al	Topic: Integrity in the Workplace and its Laws	Regional Assembly of Education Leaders (RAEL)	Challenging Times	Regional Assembly of Education Leaders (RAEL) Transformation in a		on Basic Customer Services, Personality Development, Values and Professional Ethics [124,950.00]	The state of the s	Orientation on development of youth formation activities (4,900.00)	Included in the NTP onboarding; to be coached and mentored by the LRMDS Manager (4,900.00)	SEPS (4,900:00)	included in the NTP onboarding; to be coached and mentored by the SME
 As per DO 007, s. 2023, EPS II is a teaching-related position. Please ensure that the allocated funds are utilized for NTPs 	[Disapproved - unaccepted]		 Same comments as above re: separation of other columns. 	[Approved - for minor modification]	each other, learning modality, target participants, date and venue, and budget requirements must be identified separately.	[Approved - for minor modification]		Approved		[Approved]	[Approved]	As per DO 007, s. 2023, EPS II is a teaching- related position. Please ensure that the allocated funds are utilized for NTPs	[Disapproved - unaccepted]

* SocMob * Nurse * CID-ADA * EPS * ALS	Planning	Chief SGOD-YFD HRD M&E	Administrative, Financial Management & Human Resource Management * Administrative Aide * Administrative Assistant * Administrative Officer	SDO Panabo City	SGOD Personnel	* Personnel Section * Finance Personnel * General Services	SDO Matt City	Administrative Aide Administrative Assistant Administrative Officer II & IV	PDO Administrative Officer II Administrative Assistant	BPS Medical Officer	School Heads
		Basic Training - Workshop on Video and Photo Editing (37,450.00)	Advance Training-Workshop on Spreadsheet Application (41,000.00)		Basic Customer Service Skills Training (80,000.00)	Access and Advanced Microsoft Excel for Non-Teaching Personnel in the SDO (98,850.00)	The World of Microsoft	Training of Non-Teaching Personnel on Advance Excel and Document Management Applications (200,000.00)	(51,150.00)	Induction Program for the Newly Hired and Promoted Non-Teaching Personnel	(210,000.00)
		[Approved]	Approved		[Approved]			[Approved]	* As per DO 007, s. 2023, EPS and EPS II are teaching-related positions. Please ensure that the allocated funds are utilized for NTPs	[Disapproved - unaccepted]	

Administrative, Human Resource Management, Records Management, Supply Management, Accounting * Administrative Officer II & I * Administrative Assistant * Administrative Aide	Administrative, Human Resource Management, Records Management, Supply Management, Accounting Section Heads	* Administrative Officer IV, II & I * Administrative Assistant * Administrative Aide	Administrative, Human Resource Management, Records Management, Supply Management, Accounting Management, Accounting Administrative Officer II & I Administrative Assistant Administrative Aide	* OSDS Administrative * CID * SGOD * OSDS
Basic Training on the Essentials of MS Excel in the Workplace (45,500.00)	Supervisory Development Course (SDC) [32,000.00]	Leave Administration Course for Effectiveness (LACE) [19,200.00]	Basic Customer Service Skills Training (FL) (16,000.00)	Art of Business Correspondence (ABC) Training in the context of DepEd Manual of Style (DMOS) (41,600.00)
Approved	- Specify the supervisory competency/ies to be addressed in the learning intervention title	[Approved]	[Approved]	[Approved]