



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


SOLLIE B. OLIVER, JR., MATE
Chief Education Supervisor-SGOD



Enclosed: As stated.
SGOD/jsa



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Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Davao
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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
Director IV [Signature]

Enclosed: As Stated.

ROH3/gtv

DEPARTMENT OF EDUCATION
RECORDS SECTION
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By: [Signature]
33342



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Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROXI
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 Date: 6-18-24 Time: 8:40

MEMORANDUM

DM-OUHROD-2024-112

TO: ALLAN G. FARNAZO
 Regional Director, DepEd Region XI

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

SUBJECT: F.Y. 2023 REGIONAL LEARNING AND DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL

DATE: June 13, 2024

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

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 for NTPs.
- 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:
 - Government Learning & Development Institutions;
 - CSC Accredited Private Learning & Development Institutions (ALDIs);
 - Professional Regulatory Board/Continuing Professional Development Council (CPDC) Accredited Institutions;
 - Partner SUCs; and
 - 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.

Job Group	Proposed Learning Intervention	Remarks and Recommendations
SDO Davao City		<p align="center">Remarks and Recommendations</p> <p>Approved: Accepted/Concurred/for minor modification Disapproved: Not accepted/for revision</p>
Administrative /Human Resource Management (newly hired) <ul style="list-style-type: none"> • Administrative Assistants I & II • Administrative Officers II 	Job Embedded Learning Induction Program for Non-Teaching Personnel (208,800.00)	<p align="center">(Approved)</p>
Financial Management <ul style="list-style-type: none"> • Administrative Assistants II & III (Bookkeeper) • Cashier • Accountant • Supply Officer • School Heads 	Capacity Building on Basic Features of Government Accounting Manual Relevant to DepEd Personnel and COA Circulars (972,000)	<p align="center">(Approved)</p>
<ul style="list-style-type: none"> • Administrative Officer II • Administrative Assistant II & III • Administrative Aide I (OSDS, CID and SGOD) 	Personality Development Training	<p align="center">(Approved)- for minor modification)</p> <p align="center">- Please specify the budget requirement</p>
<ul style="list-style-type: none"> • ADMINISTRATIVE AIDE I, III & VI • Administrative Assistant II & III 	Training-Workshop on Advanced Microsoft Excel Functions and Formulas	<p align="center">(Approved)- for minor modification)</p> <p>- Ensure inclusion of other MS T 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.</p> <p>Consider revising the learning intervention title to "Training-Workshop on Advanced Microsoft Applications for Non-Teaching Personnel"</p> <p align="center">-Please specify the budget requirement (Approved)</p>
<ul style="list-style-type: none"> • Program Development Officer II • Nurses 	Training-Workshop on water safety	<p align="center">(Approved)</p>

<ul style="list-style-type: none"> ▪ Education Program Supervisors ▪ Public Schools District Supervisors 	<p>Capacity Building on Assessment for Education Program Supervisors and Public Schools District Supervisors (145,240.00)</p>	<p>[Disapproved – for revision]</p> <p>- As per DO 007, s. 2023, PSDS and EPS are teaching-related positions. Please ensure that the allocated funds are utilized for NTPs</p>
<p>SDO Davao de Oro</p> <ul style="list-style-type: none"> ▪ Administrative Aide ▪ Administrative Assistants ▪ Administrative Officer II 	<p>Training-Workshop on ICT skills and Basic Office Correspondence among Administrative Assistants and Administrative Officers of the Functional Divisions, Sections/Units, and District/Clustered Schools (180,000.00)</p> <p>Induction Program for the Newly Hired Non-Teaching Personnel (81,000.00)</p>	<p>[Disapproved – for revision]</p> <p>- Clarify the connection and feasibility of all the competencies stated in the competency gaps to be addressed in one intervention; avoid merging competencies in one intervention that are not directly related to one another</p> <p>[Disapproved – unacceptable]</p> <p>- As per DO 007, s. 2023, EPSa and EPS are teaching-related positions. Please ensure that the allocated funds are utilized for NTPs</p>
<ul style="list-style-type: none"> ▪ SEPS ▪ EPS 	<p>Civil Service d (20,750.00)</p>	<p>[Disapproved – unacceptable]</p> <p>- As per DO 007, s. 2023, SEPS and EPS are teaching-related positions. Please ensure that the allocated funds are utilized for NTPs</p>
<p>SDO Davao del Norte</p> <p>Administrative Staff</p> <ul style="list-style-type: none"> ▪ Administrative Aide I to VI ▪ EPS ▪ PSDS ▪ Section Heads ▪ Administrative Assistant I to II ▪ Administrative Officer I to II ▪ Administrative Officer IV <p>Budget</p> <ul style="list-style-type: none"> ▪ Administrative Assistant I to III 	<p>Combination of Job-embedded learning, relationship/discussion-based learning and formal learning</p> <p>Attendance to trainings to Development Programs</p> <p>Conduct of Capability Building/Training for the Non-Teaching Personnel in Oral and Written</p>	<p>[Disapproved – for revision]</p> <p>- Revise the Office Learning and Development Plan. Classify according to the learning intervention. Also, avoid merging unrelated competencies in one intervention.</p>

<ul style="list-style-type: none"> ▪ Administrative Officer V <p><u>Curriculum Implementation Division</u></p> <ul style="list-style-type: none"> ▪ Chief Education Supervisor ▪ Administrative Assistant III ▪ Education Program Specialist II (ALS) ▪ Education Program Supervisor ▪ Public Schools District Supervisors <p><u>Finance</u></p> <ul style="list-style-type: none"> ▪ Accountant III ▪ Administrative Officer II ▪ Administrative Assistant III <p><u>Office of the SDS</u></p> <ul style="list-style-type: none"> ▪ Administrative Assistant II & III <ul style="list-style-type: none"> ▪ Information Technology Officer <p><u>School Governance Operations Division</u></p> <ul style="list-style-type: none"> ▪ Chief Education Supervisor ▪ Administrative Aide I ▪ Senior Education Program Specialist ▪ Education Program Specialist II ▪ Engineer II ▪ Nurse II <p><u>School Based Personnel</u></p> <ul style="list-style-type: none"> ▪ Administrative Aide I ▪ Administrative Assistant II & III ▪ Administrative Officer II ▪ Guidance Counselor I & II <p>Registrar I</p>	<p>Communication Skills and other identified competencies</p> <p>(210,700.00)</p>	
<p>SDO Davao del Sur</p>		

<ul style="list-style-type: none"> ▪ Budget Office ▪ Cashier Office ▪ Records Office ▪ Accounting Office 	<ul style="list-style-type: none"> Financial Education Training (12,800.00) Financial Education Training (12,800.00) ▪ Records Management Training ▪ Computer Training ▪ Financial Education Training ▪ Records Management Training ▪ Computer Training (54,400.00) 	<p><i>[Disapproved - for revision]</i></p> <p>Revise the Office Learning and Development Plan. Classify according to the learning intervention. Also, avoid merging unrelated competencies in one intervention.</p>
<ul style="list-style-type: none"> ▪ Administrative Office 	<ul style="list-style-type: none"> ▪ Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA) ▪ Leave Administration Course for Effectiveness (LACE) ▪ Financial Education Training ▪ Basic Supervisory Development Course (11,200.00) Electronics Engineer Seminar (6,000.00) 	
<ul style="list-style-type: none"> ▪ ICT Office ▪ CID Education Program Supervisors 	<ul style="list-style-type: none"> Seminar on Administrative Justice (SOAJ) (33,600.00) 	
<ul style="list-style-type: none"> ▪ SGOD Personnel 	<ul style="list-style-type: none"> ▪ Leadership Training ▪ Partnership Training ▪ Monitoring and Evaluation Training ▪ Research Training ▪ Career Pathing/Succession & Exit Training ▪ Basic Supervisory Development Course (9,550.00) 	
<ul style="list-style-type: none"> ▪ SGOD Personnel 	<ul style="list-style-type: none"> Seminar on Administrative Justice (SOAJ) 	

<ul style="list-style-type: none"> Health and Nutrition Office 	<p>(9,600.00) Basic Health Course (24,000.00)</p>	
<p>SDO Davao Oriental</p> <p>-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.</p>		
<p><i>Please indicate the learning service provider if the training to be attended is external to DepEd under the learning intervention column</i></p>		
<ul style="list-style-type: none"> Administrative Administrative Aides Administrative Assistants Administrative Officers 	<p>Training on DepEd Manual of Style and Technical Writing Guidelines (49,000.00)</p>	<p>[Approved]</p>
<ul style="list-style-type: none"> Financial Management Administrative Aides Administrative Assistants Administrative Officers Cashier Accountant 	<p>Orientation on current financial processes and using new financial management software (85,750.00)</p>	<p>[Approved - for minor modification]</p> <p>Clarify the relevance of the communication and interpersonal skills indicated in the competency/performance gap column with financial management. Avoid merging unrelated competencies</p>
<ul style="list-style-type: none"> Human Resource Management Administrative Aides Administrative Assistants Administrative Officers/CID Personnel 	<ul style="list-style-type: none"> 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) 	<p>[Approved - for minor modification]</p> <p>Clarify the relevance of the communication and interpersonal skills indicated in the competency/performance gap column with human resource practices. Avoid merging unrelated competencies</p> <p>Simplify the learning intervention title "Learning strategy+competency/ies+job groups"</p>
<ul style="list-style-type: none"> Attorney IV 	<p>Trainings and courses to obtain augmented skills and deep understanding of the law with a host of other technical knowledge and soft</p>	<p>[Approved - for minor modification]</p>

<ul style="list-style-type: none"> ▪ Dentists 	<p>*Not identified (9,800.00)</p>	<ul style="list-style-type: none"> - If the intervention is external to DepEd, please indicate the learning service provider in the learning intervention column. At least a CPD-accredited LSP. <p>[Approved - for minor modification]</p> <ul style="list-style-type: none"> - Clarify the relevance of the communication skills indicated in the competency/performance gap column with dental procedures. Avoid merging unrelated competencies - Specify the learning intervention title - If the intervention is external to DepEd, please indicate the learning service provider in the learning intervention column. At least a CPD-accredited LSP.
<ul style="list-style-type: none"> ▪ Nurses 	<p>updated nurses on public health (7,350.00)</p>	<p>[Approved - for minor modification]</p> <ul style="list-style-type: none"> - Clarify the relevance of the communication skills and teamwork indicated in the competency/performance gap column with public health. Avoid merging unrelated competencies - Specify the learning strategy (training, JEL, etc) in the learning intervention title. - If the intervention is external to DepEd, please indicate the learning service provider in the learning intervention column. At least a CPD-accredited LSP.
<ul style="list-style-type: none"> ▪ Supply Officer 	<p>Training on software technology to manage inventory and logistics (4,900.00)</p>	<p>[Approved - for minor modification]</p> <ul style="list-style-type: none"> - Clarify the relevance of communication skills indicated in the competency/performance gap column with inventory management. Avoid merging unrelated competencies

<ul style="list-style-type: none"> • EPS II-SME 	<p>Included in the NTP onboarding; to be coached and mentored by the SME SEPS (4,900.00)</p>	<p>[Disapproved – unacceptable]</p> <p>- As per DO 007, s. 2023, EPS II is a teaching-related position. Please ensure that the allocated funds are utilized for NTPs</p>
<ul style="list-style-type: none"> • Project Development Officer II-LRMDS 	<p>Included in the NTP onboarding; to be coached and mentored by the LRMDS Manager (4,900.00)</p>	<p>[Approved]</p>
<ul style="list-style-type: none"> • Project Development Officers I 	<p>Orientation on development of youth formation activities (4,900.00)</p>	<p>[Approved]</p>
<p>SDO Davao Occidental</p>		
<ul style="list-style-type: none"> • CID/SGOD/OSDS 	<p>Capability Building of Newly-hired NTP on Basic Customer Services, Personality Development, Values and Professional Ethics (124,950.00)</p>	<p>[Approved]</p>
<p>SDO Digos City</p>		
<ul style="list-style-type: none"> • CID/SGOD/OSDS 	<p>Regional Assembly of Education Leaders (RAEL) Topic: Digital Transformation in a Challenging Times</p>	<p>[Approved - for minor modification]</p> <p>- Since these two interventions are different from each other, learning modality, target participants, date and venue, and budget requirements must be identified separately.</p>
<ul style="list-style-type: none"> • Administrative Aide • Administrative Assistant • Administrative Officer II & IV • Planning Officer • EPSII 	<p>Regional Assembly of Education Leaders (RAEL) Topic: Integrity in the Workplace and its Laws</p>	<p>[Approved - for minor modification]</p> <p>- Same comments as above re: separation of other columns.</p>
<p>SDO Island Garden City of Samal</p>		
<ul style="list-style-type: none"> • Administrative Aide • Administrative Assistant • Administrative Officer II & IV • Planning Officer • EPSII 	<p>Regional Assembly of Education Leaders cum Training Workshop for Non-Teaching Personnel 107,800.00 – OPDNTP 102,200.00 – Division MOOE</p>	<p>[Disapproved – unacceptable]</p> <p>* As per DO 007, s. 2023, EPS II is a teaching-related position. Please ensure that the allocated funds are utilized for NTPs</p>

<ul style="list-style-type: none"> ▪ School Heads ▪ EPS ▪ Medical Officer ▪ EPS II ▪ PDO ▪ Administrative Officer II ▪ Administrative Assistant ▪ Administrative Aide ▪ Administrative Assistant ▪ Administrative Officer II & IV 	(210,000.00)	Induction Program for the Newly Hired and Promoted Non-Teaching Personnel (51,150.00)	<i>[Disapproved -- unacceptable]</i> ▪ As per DO 007, s. 2023, EPS and EPS II are teaching-related positions. Please ensure that the allocated funds are utilized for NTPs
<ul style="list-style-type: none"> ▪ Administrative Assistant ▪ Administrative Aide ▪ Administrative Assistant ▪ Administrative Officer II & IV 	Training of Non-Teaching Personnel on Advance Excel and Document Management Applications (200,000.00)	<i>[Approved]</i>	
SDO Mati City			
<ul style="list-style-type: none"> ▪ Administrative Support ▪ Personnel Section ▪ Finance Personnel ▪ General Services ▪ CID Personnel ▪ SGOD Personnel 	Training - Workshop on Microsoft Access and Advanced Microsoft Excel for Non-Teaching Personnel in the SDO (98,850.00)	<i>[Approved]</i>	
<ul style="list-style-type: none"> ▪ CID Personnel ▪ SGOD Personnel 	Basic Customer Service Skills Training (80,000.00)	<i>[Approved]</i>	
SDO Parabo City			
Administrative, Financial Management & Human Resource Management	Advance Training-Workshop on Spreadsheet Application (41,000.00)	<i>[Approved]</i>	
<ul style="list-style-type: none"> ▪ Administrative Aide ▪ Administrative Assistant ▪ Administrative Officer 	Basic Training - Workshop on Video and Photo Editing (37,450.00)	<i>[Approved]</i>	
<ul style="list-style-type: none"> ▪ Chief ▪ SGOD-YFD ▪ HRD ▪ M&E ▪ Planning ▪ SoeMob ▪ Nurse ▪ CID-ADA ▪ EPS ▪ ALS 			

<ul style="list-style-type: none"> • OSDS Administrative • CID • SCOD • OSDS 	Art of Business Correspondence (ABC) Training in the context of DepeEd Manual of Style (DMOS) (41,600.00)	[Approved]
SDO Tagum City		
Administrative, Human Resource Management, Records Management, Supply Management, Accounting <ul style="list-style-type: none"> ▪ Administrative Officer II & I ▪ Administrative Assistant ▪ Administrative Aide 	Basic Customer Service Skills Training (FL) (16,000.00)	[Approved]
Human Resource Management <ul style="list-style-type: none"> ▪ Administrative Officer IV, II & I ▪ Administrative Assistant ▪ Administrative Aide 	Leave Administration Course for Effectiveness (LACE) (19,200.00)	[Approved]
Administrative, Human Resource Management, Records Management, Supply Management, Accounting <ul style="list-style-type: none"> ▪ Section Heads ▪ Administrative, Human Resource Management, Records Management, Supply Management, Accounting ▪ Administrative Officer II & I ▪ Administrative Assistant ▪ Administrative Aide 	Supervisory Development Course (SDC) (32,000.00) Basic Training on the Essentials of MS Excel in the Workplace (45,500.00)	[Approved] [Approved] Specify the supervisory competency/ies to be addressed in the learning intervention title