



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



20 September 2024

**REGIONAL MEMORANDUM**

No. **646-2024**

**FY 2024 ORGANIZATIONAL PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT FUND (PSF) ALLOCATION**

To: Assistant Regional Director  
All Schools Division Superintendents

1. In reference to DM-OUHROD-2024-1500 dated 06 August 2024 from the Undersecretary for Human Resource and Organizational Development and Administration, the field is hereby informed regarding the above subject.
2. The OPDNTP PSF shall cover the conduct of professional development interventions that supports the department's strategies for continuous improvement focusing on strengthening personnel capabilities for more efficient governance and management processes as reflected in the Office Learning and Development Plan submitted in May 2024 as a result of their respective regional needs, analysis, and/ or emerging directives.
3. Please refer to the following enclosures relative to the conduct of programs:  
**Enclosure 1:** FY 2024 Regional Office Learning Plan and Fund Allocation  
**Enclosure 2:** Memorandum DM-OUHROF-2021-1500  
**Enclosure 3:** Annex B, OPDNTP Utilization and Monitoring Guidelines  
**Enclosure 4:** Annex C, RO and SDO Activity Completion Report Template
4. To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2024 OPDNTP PSF must be **submitted every quarter to the RO PD Focal Person through this link: <https://tinyurl.com/opdntpCAR2024>**
5. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO Edd, CESO III**  
Director IV/ Regional Director

HRDD/ RCA/ LbL RM - OPDNTP Utilization 2024  
September 24, 2024



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 <https://depedcar.ph>

FY 2024 Regional Office Learning Plan and FY 2024 Fund Allocation

Conducting Office	Title of Program/ Activity or Target Competency	Minimum No. of Participants	Career Group	Amount	Total
Abra	Service Orientation	15	Administrative Officers	97,500.00	162,500.00
	Unique- Personnel/ Finance Administration	10	Administrative Officers	65,000.00	
Apayao	Service Orientation	15	Administrative Officers	97,500.00	162,500.00
	Unique- Personnel/ Finance Administration	10	Administrative Officers	65,000.00	
Baguio City	Service Orientation	15	Administrative Officers	97,500.00	162,500.00
	Unique- Personnel/ Finance Administration	10	Administrative Officers	65,000.00	
Benguet	Service Orientation	15	Administrative Officers	97,500.00	162,500.00
	Unique- Personnel/ Finance Administration	10	Administrative Officers	65,000.00	
Kalinga	Service Orientation	15	Administrative Officers	97,500.00	162,500.00
	Unique- Personnel/ Finance Administration	10	Administrative Officers	65,000.00	
Ifugao	Leadership Skills	18	Unit Heads, Technical Staff	117,000.00	182,000.00
	Oral and Written Communication	10	Administrative Assistant, Planning Officer, AOs, Registrars	65,000.00	
Mt. Province	Service Orientation	10	ADA IV	65,000.00	195,000.00
	Unique- Personnel/ Finance Administration	10	ADAS III	65,000.00	
	Unique- Personnel/ Finance Administration	10	AO 2	65,000.00	
Tabuk City	Service Orientation	18	Administrative Officers	117,000.00	182,000.00
	Unique- Personnel Administration	10	Administrative Officers	65,000.00	



Republika ng Pilipinas


## Department of Education

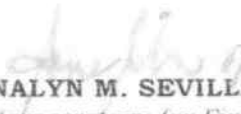
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2024-1560

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, and  
Administration

  
ANNALYN M. SEVILLA  
Undersecretary for Finance

SUBJECT : FY 2024 ORGANIZATIONAL AND PROFESSIONAL  
DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP)  
PROGRAM SUPPORT FUND ALLOCATION, UTILIZATION AND  
MONITORING GUIDELINES

DATE : 06 August 2024

In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030 and MATATAG Agenda, DepEd Learning and Development (L&D) interventions shall be guided by and support 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.



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With this, a total amount of **Php 66,493,000.00** from the FY 2024 (R.A. No.11975) Organizational and Professional Development for Non- Teaching Personnel (OPDNTP) Current Fund, shall be allocated and downloaded to various Regional and Schools Division Offices which shall serve as Program Support Fund (PSF) for Non-Teaching Personnel Professional Development in the Region, Schools Division Offices and **Schools. The PSF shall be utilized for the L&D interventions of non-teaching personnel based on the Approved Office Learning and Development Plan submitted last April 2023 of the Regional Offices** as a result of their respective regional needs, analysis, and/or emerging directives.

In view of the downloading to the regions, the detailed guidelines on the allocation (see Annex A), utilization and report monitoring are hereby issued (See Annex B). For information and guidance, a copy of the detailed approved Regional and SDO Office Learning Plan can be downloaded through this link [LINK HERE](#)

Regional Offices are encouraged to maximize the use of the ODPNTP- PSF allocations through the continuous adoption of online or blended learning interventions in their learning interventions delivery as specified in the approved Office Learning Plan due to limited budget allocation. In addition, non-teaching licensed professionals\* may still avail funding for their Continuing Professional Development (CPD) and Mandatory Continuing Legal Education (MCLE), provided they occupy a position which requires practice of their licensed profession and that the proposed intervention is needed as reflected on their IDP and/or Office Learning Plan.

To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2024 OPDNTP PSF **must be submitted every quarter by the RO HRD Focal Person** through the link mentioned above.

All inquiries or clarifications on this memo can be course through the email address [hrd@deped.gov.ph](mailto:hrd@deped.gov.ph) copy furnished

For your information and appropriate action.

This document contains information that may be exempted from disclosure under the Freedom of Information Act. It is to be controlled, stored, handled, transmitted, disseminated, and disposed of in accordance with the Department's Policy on Information Management. It is to be marked, stored, handled, transmitted, disseminated, and disposed of in accordance with the Department's Policy on Information Management. It is to be marked, stored, handled, transmitted, disseminated, and disposed of in accordance with the Department's Policy on Information Management.

2024-01-01 10:00:00



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Annex A

FY 2024 OPDNTF PROGRAMS SUPPORT FUND

Regional Breakdown of Allocation

REGION	NO. OF OFFICES	ALLOCATION
National Capital Region (NCR)	17	4,284,000.00
Cordillera Administrative Region (CAR)	9	2,646,000.00
Region I - Ilocos	15	4,844,000.00
Region II - Cagayan Valley	10	3,262,000.00
Region III - Central Luzon	22	6,916,000.00
Region IVA - CALABARZON	24	6,818,000.00
Region IVB - MIMAROPA	8	2,513,000.00
Region V - Bicol	14	5,327,000.00
Region VI - Western Visayas	22	5,859,000.00
Region VII - Central Visayas	22	4,669,000.00
Region VIII - Eastern Visayas	14	4,207,000.00
Region IX - Zamboanga Peninsula	9	2,387,000.00
Region X - Northern Mindanao	15	3,605,000.00
Region XI - Davao	12	2,940,000.00
Region XII - SOCCSKSARGEN	9	3,017,000.00
Region XIII - CARAGA	13	3,199,000.00
<b>TOTAL</b>	<b>235</b>	<b>66,493,000.00</b>

## **Annex B**

### **OPDNTP Utilization and Monitoring Guidelines**

#### **I. General Scope and Exclusions**

The Organizational and Professional Development for Non-Teaching Personnel - Program Support Fund (OPDNTP- PSF) served as fund source for learning and development of non-teaching personnel from central, regional, schools division offices, and schools. Learning and Development (L&D) interventions are activities or set of activities undertaken by the Department to address a competency gap affecting an individual or organizational performance. These are part of the Office Learning and Development plan but may also be undertaken to immediately address an emerging need for individuals and group competencies (knowledge, skills, attitude) classified into core, functional, and leadership.

The following shall not be covered on the utilization of PSF fund:

- a. L&D Programs or Interventions for Teaching Personnel (e.g. Teachers availing L&D Programs) and Related-Teaching Personnel (e.g. Chief and Education Program Supervisors, Senior Education Specialist, Education Program Specialist availing CPD Trainings for Teachers);
- b. Programs involving learner students from the schools; and
- c. Personnel expenses in relation to long-term scholarship availment, whether partial or full-funded grants.

#### **II. Eligible Expenses**

Approved activities in Office Learning and Development Plan (OLDP) shall be charged against the OPDNTP PSF with the following allowable expenses:

- a. Board and Lodging
- b. Meals
- c. Training Supplies
- d. Contingency Fund
- e. Honorarium for Resource Person/s
- f. Registration Fee for External L&D Intervention

Activities to be charged against the OPDNTP PSF shall be conducted in accordance with the existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

### III. Accomplishment Reporting and Fund Monitoring and Evaluation

To ensure effective reporting, monitoring, and evaluation of L&D activities, the following procedures must be strictly observed:

- a. SDO through their HRDD Focal shall generate the Activity Completion report (Annex C) for every approved activity conducted and charged against the OPDNTF-PSF. The RO-HRDD shall establish regional guidelines and mechanism of reporting to ensure timely submission of accomplishment and fund utilization report.
- b. RO shall prepare a separate Activity Completion report for all the regional office activities conducted.
- c. Regional Office Summary Completion Report (Annex D) shall be prepared by the RO-HRDD containing all the conducted trainings, programs, and activities (RO and SDO) for submission to BHRDD HRDD on or before the last working day of the quarter following the fiscal calendar of each year (e.g., Quarter 3 Summary Completion Report for 2024 covering July-September must be submitted on September 30, 2024).
- d. The template for the periodic reporting on fund utilization template may be accessed through this link: [https://bit.ly/2024\\_OPDNTF\\_PSF](https://bit.ly/2024_OPDNTF_PSF).

### IV. Effectivity of the Guidelines and Continuing OPDNTF PSF Fund Availability

This guideline shall take effect immediately for the downloaded OPDNTF Fiscal Year 2024. On the other hand, RO and SDO with existing/remaining OPDNTF-PSF from FY 2023 based on approved LDPs shall be utilized until 31 December 2024.

# Annex C

Regional Office and National Headquarters Policy Completion Form

<b>Title of Activity</b>	
<b>Venue</b>	
<b>Participants</b>	
<b>Attendance</b>	
<b>Objectives</b>	
<b>Narrative Report</b>	
<b>Photos</b>	
<b>Output</b>	

Prepared by:

Recommending Approval:

Approved by:

(Name and Position Title  
of Activity Proponent)  
Date:

(Name and Position Title  
of the Chief HRDD)  
Date:

(Name and Title  
of PDC Chair)  
Date:



# Annex D

Regional Office - Nampunyan, Cebu

Title of Program/Activity	Learning Objectives (Specify the Learning Gaps that needs to be addressed)	Date of Conduct (Include the day zero of the program)	No. of Attendees (Properly account Male or Female)	Profile of Participants (Detailed Position of the Participants)	Learning Modality (Face-to-Face, Online, Blended)	Amount Utilized (Indicate whether 2023 or 2024 PSF. Reflect the approved budget allocation vs the amount utilized)	Remarks (Completed/Deferred/Cancelled and the reason for such remarks)
RO Proper							
Schools Division Offices							
SDO 1							
SDO 2							

Prepared by:

Recommending Approval:

Approved by:

(Name and Position Title of OPD/TP PSF Focal)  
Date:

(Name and Position Title of the Chief HRDD)  
Date:

(Name and Position Title of the Regional Director)  
Date: