



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 26, 2021

**REGIONAL MEMORANDUM**

No. **159**, s. 2021

**ORIENTATION ON THE UTILIZATION OF ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FUND FOR NON-TEACHING PERSONNEL**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a Virtual Orientation on the Utilization of Organizational and Professional Development Fund for Non-Teaching Personnel on March 30, 2021 from 9:00AM to 12:00PM via MS Teams.
2. The objectives of this activity are as follows:
  - a. review the guidelines of the implementation of Learning and Development (L&D) programs for non-teaching personnel in the Department of Education in view of the COVID-19 Pandemic;
  - b. orient the guidelines of the 2021 Organizational and Professional Development for Non-Teaching Personnel Budget Allocation and Program Support Fund Monitoring; and
  - c. craft an L&D Plan for the SDO and RO non-teaching personnel.
3. The participants to this activity are the SDO-HRD SEPS/ EPS II and HRDD Personnel. They must register through the link <http://bit.ly/OPDF8Reg> on or before March 29, 2021.
4. Immediate dissemination of and compliance with this Memorandum are desired

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosures: None  
References: DepEd Order No. 40, s. 2020 and OM-PHROD-2021-0020  
To be indicated in the Perpetual Index under the following subjects:

NON-TEACHING PERSONNEL                      ORIENTATION                      PROFESSIONAL DEVELOPMENT

HRDD-CDPA



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