



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

October 6, 2022

**REGIONAL MEMORANDUM**

No. **1124** s. 2022

**REITERATION OF THE SUBMISSION OF PLANS AND ACCOMPLISHMENT  
 ON THE UTILIZATION OF THE FY2022 OPDNTF FUND**

To: Schools Division Superintendents  
 All Others Concerned

1. Relative to the attached DepEd Memorandum DM-HROD-2022-0257 on the FY 2022 Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) Fund Guidelines in the Allocation, Utilization and Monitoring, this Office reiterates the submission of the Office Learning Plan and accomplishment of the OPDNTF fund utilization monitoring tool.

2. Below are the links for templates and submission of the Learning and Development Plan as well as the online monitoring tool.

Form	Link
SDO Learning Plan Template	<a href="http://bit.ly/SDOsLearningPlan">http://bit.ly/SDOsLearningPlan</a>
Uploading of accomplished L&D Plan	<a href="https://bit.ly/FY2022-OLP">https://bit.ly/FY2022-OLP</a>
Accomplishment of the Utilization of the FY2022 OPDNTF fund	<a href="https://bit.ly/2022-OPDNTF-RO8">https://bit.ly/2022-OPDNTF-RO8</a>

3. The Schools Division Superintendents, through the HRDS, shall ensure that the accomplishment of the utilization of the FY2022 OPDNTF fund is based from the 2022 Work and Financial Plan (WFP) for OPDNTF found in the Program Management Information System (PMIS).

4. Deadline of the uploading of accomplished L&D Plan and accomplishment of needed forms shall be on **October 15, 2022**.

5. Immediate dissemination of and compliance with this Memorandum are desired.

*M. Fetalvero*  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director *10/6*

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

MONITORING

NON-TEACHING PERSONNEL

PROGRAM SUPPORT FUND

HRDD-CDPA



*12/28*



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-HROD-2022-0257

FOR: : **Regional Directors**  
**Schools Division Superintendents**  
**Chiefs, Regional HRDD & School Governance & Operations**

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

SUBJECT : **FY 2022 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Guidelines in the Allocation, Utilization and Monitoring**

DATE : 01 March 2022

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The **Organizational and Professional Development for Non-Teaching Personnel (OPDNTP)** is a **fund source** to support the different interventions envisioned to **build and strengthen the capabilities** of the agency, its offices, and its people to proactively respond to the current and future demands in the Department. Currently, it is being managed by the Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHROD-HRDD).

Based on FY 2022 GAA, Program Support Fund (PSF) fund amounting to **Php 43,744,000.00** was directly released to the Regional and Schools Division Offices under *For Comprehensive Release (FCR)*. The allocation of the PSF was computed equitably based on initial physical targets identified per region. For reference, please see attached Annex A for the Breakdown per Region and Annex B for the FY2022 General Appropriations Act (GAA) Regional and Schools Division Allocation of OPDNTP Fund.

Consistent with the purpose of OPDNTP, non-teaching personnel including non-teaching licensed professionals may utilize PSF for their Learning and Development Intervention, subject to equitable allocation of funds.

In addition, non-teaching licensed professionals may avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession.

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As we are still in the period of State of Public Health Emergency, the following issuances shall serve as reference and guidance of all implementing units for the learning and development of non-teaching personnel in DepED:

- a. DepEd Order No. 40, s. 2020  
"Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of COVID-19 Pandemic"
- b. DM-HROD-2021-0050  
"Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd"

For the eligible activities under the OPDNTP and allowable expenses, please refer to the attached Annex C & D, respectively.

In consideration of the LATF rules and the varied situations across Regional Offices (RO) and Schools Division Offices (SDO), the said offices may set targets on their respective L&D plan, provided it is governed by DO 40, s. 2020 and other existing rules and regulations on the conduct of programs and activities.

To comply with the monitoring requirements specified in DO 40, s. 2020, plans and accomplishments on the utilization of the FY2022 OPDNTP PSF **must be accomplished and updated every quarter by the HRD Focal Person** in the RO and SDO levels. The links for the online monitoring tools are included in **Annex A**.

Below is the link for the template and submission of the Learning and Development Plan:

1. Templates:  
Regional Learning plan: <http://bit.ly/ROsLearningPlan>  
SDO learning plan: <http://bit.ly/SDOsLearningPlan>
2. Link for the uploading of accomplished L&D Plan  
FY 2021 L&D Plan: <https://bit.ly/FY2021-OLP>  
FY 2022 L&D Plan: <https://bit.ly/FY2022-OLP>

All inquiries or clarifications on this memo can be course through the same emails provided above.

For your information and appropriate action.

*\* Non-Teaching Licensed Professionals – This refers to those personnel in the Department of Education who are registered and licensed to practice regulated professions in the Philippines and who hold a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission (PRC) or in the case of lawyers, those who are duly registered and active member of the Integrated Bar of The Philippines (IBP). The regulated professions include but not limited to the following: Accountancy, Architecture, Engineering, Medicine, Nursing, Nutrition and Dietetics<sup>111</sup>*

<sup>111</sup> <https://www.prc.gov.ph/professional-regulatory-boards>

[BHROD-HRDD/Angeles]

## Annex A

### FY 2022 OPDNTP PROGRAMS SUPPORT FUND

Regional Breakdown of Physical Targets and Financial Amounts  
and link for the online monitoring tool

REGION	PHYSICAL	FINANCIAL	LINKS FOR THE MONITORING TOOL
<b>TOTAL</b>	<b>60,775</b>	<b>43,744,000.00</b>	
NCR	4845	3,487,000.00	<a href="https://bit.ly/2022-OPDNTP-NCR">https://bit.ly/2022-OPDNTP-NCR</a>
CAR	4473	3,220,000.00	<a href="https://bit.ly/2022-OPDNTP-CAR">https://bit.ly/2022-OPDNTP-CAR</a>
Region I	2237	1,610,000.00	<a href="https://bit.ly/2022-OPDNTP-RO1">https://bit.ly/2022-OPDNTP-RO1</a>
Region II	3064	2,205,000.00	<a href="https://bit.ly/2022-OPDNTP-RO2">https://bit.ly/2022-OPDNTP-RO2</a>
Region III	5970	4,297,000.00	<a href="https://bit.ly/2022-OPDNTP-RO3">https://bit.ly/2022-OPDNTP-RO3</a>
Region IV-A	5936	4,273,000.00	<a href="https://bit.ly/2022-OPDNTP-RO4A">https://bit.ly/2022-OPDNTP-RO4A</a>
Region IV-B	2357	1,696,000.00	<a href="https://bit.ly/2022-OPDNTP-RO4B">https://bit.ly/2022-OPDNTP-RO4B</a>
Region V	4615	3,322,000.00	<a href="https://bit.ly/2022-OPDNTP-RO5">https://bit.ly/2022-OPDNTP-RO5</a>
Region VI	5405	3,890,000.00	<a href="https://bit.ly/2022-OPDNTP-RO6">https://bit.ly/2022-OPDNTP-RO6</a>
Region VII	4389	3,159,000.00	<a href="https://bit.ly/2022-OPDNTP-RO7">https://bit.ly/2022-OPDNTP-RO7</a>
Region VIII	3871	2,786,000.00	<a href="https://bit.ly/2022-OPDNTP-RO8">https://bit.ly/2022-OPDNTP-RO8</a>
Region IX	2271	1,635,000.00	<a href="https://bit.ly/2022-OPDNTP-RO9">https://bit.ly/2022-OPDNTP-RO9</a>
Region X	3278	2,359,000.00	<a href="https://bit.ly/2022-OPDNTP-RO10">https://bit.ly/2022-OPDNTP-RO10</a>
Region XI	2645	1,904,000.00	<a href="https://bit.ly/2022-OPDNTP-RO11">https://bit.ly/2022-OPDNTP-RO11</a>
Region XII	2599	1,871,000.00	<a href="https://bit.ly/2022-OPDNTP-RO12">https://bit.ly/2022-OPDNTP-RO12</a>
CARAGA	2820	2,030,000.00	<a href="https://bit.ly/2022-OPDNTP-CARAGA">https://bit.ly/2022-OPDNTP-CARAGA</a>

*\*Based on FY2022 General Appropriations Act (GAA)*

## **ANNEX C**

### **OPDNTP PURPOSE AND ELIGIBLE ACTIVITIES**

#### **1. HUMAN RESOURCE DEVELOPMENT**

These are the programs, activities, or projects (PAPs) that support employees' development across the Central Office, Regional Offices, and Schools Division Offices.

Eligible activities:

- a. Development, dissemination, and monitoring & evaluation (M&E) of relevant Human Resource Development (HRD) policies, systems, standards, processes, and tools.

#### **2. ORGANIZATIONAL DEVELOPMENT**

These are the programs, activities, or projects that support organizational and office effectiveness.

Eligible activities:

- a. Development, dissemination, and monitoring & evaluation (M&E) of Organizational Development policies, systems, standards, processes, and tools;
- b. Organizational design and health interventions, such as, but not limited to, office mandates and functions, performance improvement, quality management, governance, structure, systems, processes, resource management, and organizational culture;
- c. Team formation and strengthening; and
- d. Organizational assessment and review.

#### **3. PROFESSIONAL DEVELOPMENT**

##### **a. FUNCTIONAL**

These are Learning and Development (L&D) activities that are designed, developed, implemented, monitored, and evaluated by non-school-based offices to address the non-teaching functional competency needs of DepEd employees. This includes the abilities to use procedures, techniques and knowledge or specialized field.

##### **b. CORE & LEADERSHIP**

These are Learning and Development activities that centrally designed, developed, implemented, monitored, and evaluated by a non-school-based L&D focal office to address the core and leadership competency needs of DepEd employees and key functional groups such as, but not limited to, the Personnel Development Committee (PDC). Core competencies include the foundational competencies that everyone in the organization must possess to determine overall desired results; while leadership competencies include skills and behaviors needed to perform management/leadership functions and processes.

**Eligible Activities:**

- a. DepEd-organized structured learning experiences such as, but not limited to, trainings, webinars, and retooling activities;
- b. Externally organized structured learning experiences, such as, but not limited to, training, diploma, certificate, and short-term courses;
- c. Coaching & mentoring such as, but not limited to, rater-ratee discussions;
- d. Experiential learning such as, but not be limited to, peer-to-peer learning like Learning Action Cell (LAC) and office-to-office benchmarking;
- e. Development, production, and reproduction of resource materials, such as, but not be limited to, manuals, guides, handbook, and instructional videos.
- f. L&D program/short courses for Continuing Professional Development (CPD) of *non-teaching licensed professionals\** occupying a position of their licensed profession.

**In addition**, as we are still in the period of State of Public Health Emergency, the following issuances shall serve as reference and guidance of all implementing units for the learning and development of non-teaching personnel in DepED:

- c. DepEd Order No. 40, s. 2020  
"Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of COVID-19 Pandemic"
- d. DM-HROD-2021-0050  
"Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd"

## ANNEX D

### Costing Parameters

\* As attached in Memorandum No. OUCOS-PS-2021-013 dated August 20, 2021, on the FY2022 Post Planning Schedule Program Profile

Activity	Allowable Expenses	Requirement/s
Overhead	Payment of Salaries and Allowable Benefits (COS and HTC), Petty Cash, usual Office Supplies (includes safety supplies like face masks, disinfectants, hand sanitizer, etc.), Extraordinary Allowance for Third-level Officials, Mobile Allowance for Assistant chiefs and above (as allowed in the DepEd Order), buffer for traveling expenses (unforeseen) and communications expense for output-based personnel amounting to P300.00 (subject to implementing guidelines)	In the allocation of MOOE, priority shall be given to mandatory expenditures such as utility expenses, communications expenses, professional and general services, before allocating funds for regular operating expenditures.
	Meal expense (maximum of Php 400) for personnel reporting as skeletal workforce (COS or permanent ) per day during the state of public health emergency due to corona virus disease 2019	
Online Meeting Platform Subscription	MS Teams as our official platform is recommended. Other <u>free</u> platforms offering basic accounts may also be used.	
Webinars (e-trainings, seminars, workshops, orientations)	<u>Supplies</u> amounting to a maximum of P300 depending on the nature of activity	<u>Supplies: Php 300.00 per participant for a three-day seminar/training and/or workshop that includes a top-up of Php 50.00 per contact day for areas without internet connectivity.</u>
	<u>Contingency</u> amounting to a maximum of P5,000.00 as an allowance for communications expenses and other unforeseen expenses during the actual conduct) as provided in existing DepEd issuance.	
	<u>Payment of Honorarium and Other Professional Services</u> of non-DepEd resource persons subject to DBM Circulars	
	<u>Meals</u> for the onsite program management team and secretariat and participants	
Meetings	<u>Meals (DepEd Order No. 02, s. 2018)</u>	
Face to Face (subject to social distancing)	<u>The following are the allowable rates for activities that are less than one day, or for activities that do not require three meals:</u>  <u>Breakfast: P200</u> <u>Snacks (AM/PM): P100</u> <u>Lunch/Dinner: P400</u>	Subject to existing IATF guidelines and as allowed in the DepEd Order No. 02, s. 2018, "Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)"