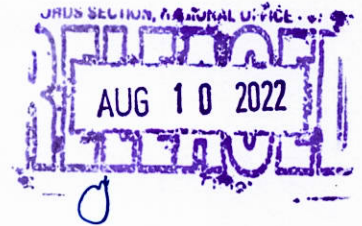




Republic of the Philippines
Department of Education
CARAGA REGION



August 9, 2022

REGIONAL MEMORANDUM
No. 0684, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

FY 2022 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT FUND GUIDELINES
IN THE ALLOCATION, UTILIZATION AND MONITORING

1. Per attached Memorandum DM-HROD-2022-0257, titled, **FY 2022 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund (PSF) Guidelines in the Allocation, Utilization, and Monitoring**, HRD Focal Person in the RO and SDO Levels shall comply with the monitoring requirements specified in DepEd Order No. 40, s. 2020 and quarterly update on the accomplishments and utilization of the FY 2022 OPDNTP PSF.
2. Below are the links for the template and submission of the Learning and Development Plan and for the monitoring tool.

Regional Learning Plan	https://bit.ly/ROsLearningPlan
SDO Learning Plan	https://bit.ly/SDOsLearningPlan
Uploading of Accomplished Plan	https://bit.ly/R13FY2022OLP
Monitoring Tool	https://bit.ly/2022-OPDNTP-CARAGA

3. Refer to the attached memoranda as reference and guidance for the learning and development of non-teaching personnel in DepEd.
4. For information and appropriate action.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As Stated
Reference/s: DepEd Order No. 40, s. 2022
DM-HROD-2021-0050

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

NON-TEACHING PERSONNEL FUND

HRD/mmv
08/08/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph





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

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

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.

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 IATF 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^[1]*

^[1] <https://www.prc.qov.ph/professional-regulatory-boards>

[BHRD-HRDD/Angeles]

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone No.: (02) 8633-7206 | Telefax No.: (02) 8631-8494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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

**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) 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	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.
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)"



Republic of the Philippines
Department of Education

11 DEC 2020

DepEd ORDER
No. 040, s. 2020

**IMPLEMENTATION OF LEARNING AND DEVELOPMENT FOR NON-TEACHING
PERSONNEL IN THE DEPARTMENT OF EDUCATION IN VIEW OF THE COVID-
19 PANDEMIC**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in View of the COVID-19 Pandemic**.

2. These guidelines consider policies issued by the Civil Service Commission and DepEd on the alternative work arrangements that modified the way employees work and communicate, including the mode of L&D interventions delivery and participation. The provisions in these guidelines aim to address the learning and development needs of nonteaching personnel to be able to support the continuity of the delivery of DepEd basic services such as the implementation of the Basic Education-Learning Continuity Plan (BE-LCP).

3. For more information, please contact the following:

- **For concerns on Operational and Program Support for Nonteaching Personnel**

**Bureau of Human Resource and Organizational
Development-Human Resource Development Division**
4th Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8-470-6630
Email Address: bhrod.hrdd@deped.gov.ph

- **For concerns on Financial Procedures**

Office of the Undersecretary for Finance
2nd Floor, Alonzo Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8-633-9342
Email Address: usec.financebpm@deped.gov.ph

4. This DepEd Order shall take effect immediately after registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City and shall remain in force and effect until the Presidential Proclamation No 922 otherwise known as State of National Public Health Emergency is lifted or withdrawn by the President. The Department may issue a subsequent DepEd Order to extend the effectivity of this policy in the school years thereafter or a new L&D policy, as deemed necessary.

5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:

DepEd Order Nos.: 32, s. 2011; 017, s. 2019; 001, 004, and 12, s. 2020

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

EMPLOYEES
POLICY
TRAINING PROGRAMS
RULES AND REGULATIONS



To authenticate this document,
please scan the QR code



DEPED-OSEC-436833

**GUIDELINES ON THE IMPLEMENTATION OF LEARNING AND
DEVELOPMENT (L&D) FOR NON-TEACHING PERSONNEL
IN THE DEPARTMENT OF EDUCATION (DEPED)
IN VIEW OF THE COVID-19 PANDEMIC**

I. Rationale

1. The Coronavirus Disease (COVID-19) pandemic has posed significant shifts in the functioning and behavior of societies in many parts of the world. It has changed the landscape of government operations, systems, and processes. Alongside this, civil servants, being at the frontline in the delivery of public services, must be capacitated to allow them to adapt to the new normal and continue their professional development.
2. Amid the public health emergency, the Department of Education (DepEd) is committed to ensuring the unhampered provision of learning opportunities for its officials and employees.
3. Pursuant to Section No. 62 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), the DepEd Learning and Development (L&D) System should maintain to target at least one (1) planned Human Resource Development (HRD) intervention for every employee per year.
4. With reference to DepEd Order No. 32 s. 2011 or the Policies and Guidelines on Training and Development (T&D) Programs and Activities, each office in the Department is responsible for ensuring the relevance and adequacy of T&D or L&D programs and activities in support of the individual personnel competency development.
5. Anchored on the above, these **Guidelines on the Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in View of the COVID-19 Pandemic** is hereby issued anchoring on the following guiding principles:
 - a. The Department is committed to developing and nurturing competencies at the heart of the HR systems through its L&D,
 - b. The L&D plays a big role in ensuring employee and office effectiveness, and
 - c. DepEd L&D acknowledges and encourages different modes of learning.
6. These guidelines provide directions for the continuity of L&D interventions in the Department through the implementation of alternative L&D programs and activities in compliance with the stringent physical distancing and minimum public health and safety standards to mitigate the spread of the virus. It shall alter the usual modes of learning delivery in view of the restriction on mass gathering and travel, adoption of skeleton workforce and alternative work arrangements in DepEd offices, schools, and community learning centers (CLC), and ensuring the health and safety of DepEd personnel and stakeholders.



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DEPED-OSEC-436833