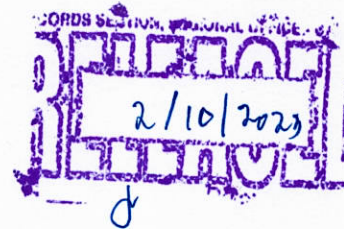




Republic of the Philippines  
Department of Education  
CARAGA REGION



February 8, 2023

REGIONAL MEMORANDUM  
No. 0102, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

FY 2023 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT FUND GUIDELINES  
IN THE ALLOCATION, UTILIZATION, AND MONITORING

1. The field is hereby informed of the Program Support Fund from the **FY 2023 Organizational and Professional Development for the Non-Teaching Personnel (OPDNTP)** is already downloaded to Schools Division Offices.
2. The allocation of the PSF was computed equitably targeting 30% of the total number of filled items in the GMIS data as of 02 March 2022. Breakdown of the budget per SDO and Sub-AROs are enclosed as Enclosure 1 and 2, respectively.
3. Refer to Enclosure 3: Memorandum No. **DM-OUHROD-2023-0089**, titled, **FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund (PSF) Guidelines in the Allocation, Utilization, and Monitoring** as reference in the designing and implementation of Learning and Development intervention for Non-Teaching personnel in Regional Offices and Schools Division Offices.
4. To reiterate, with the limited budget allocation and to minimize frequent pull out of non-teaching personnel to attend L&D interventions, **in-person or face-to-face is discouraged and should be limited to skills enhancement activities** (i.e. oral and written skills workshops, ICT hands on activities). Access to online and/or elearning modalities shall be maximized.
5. SDO OPDNTP Focal Persons/ HRD SEPS shall accomplish the Office Learning Plan and Approved Activity Proposal for FY 2023, and submit Completion Report for FY 2022 OPDNTP PSF through the following links:

| Document                                                 | Link                                                                              | Deadline          |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------|
| Office Learning Plan                                     | <a href="https://bit.ly/RO13OPDNTPLP">https://bit.ly/RO13OPDNTPLP</a>             | February 16, 2023 |
| OPDNTP Activity Proposal Template (also see Enclosure 4) | <a href="https://bit.ly/R13OPDNTPMaterials">https://bit.ly/R13OPDNTPMaterials</a> | February 28, 2023 |
| Activity Completion Report for FY 2022 OPDNTP PSF        | <a href="https://bit.ly/OPDNTPRO13">https://bit.ly/OPDNTPRO13</a>                 | March 31, 2023    |



Address: J.P. Rosales Avenue, Butuan City  
Trunkline No: (085) 225-1151  
Telefax No: (085) 342-5969  
Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
Website: <https://caraga.deped.gov.ph/>



2023-02-01802

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 1 of 1 |

6. Enclosed herewith are the following:

Enclosure 1: FY 2023 OPDNTP PROGRAM SUPPORT FUND

Enclosure 2: Sub-Allotment Release Order

Enclosure 3: DM-OUHROD-2023-0089

Enclosure 4: OPDNTP Collective Activity for FY

7. Course through inquiries or clarifications on this memorandum to the Human Resource Development Division (HRDD) through email at [hrdd\\_caraga@deped.gov.ph](mailto:hrdd_caraga@deped.gov.ph) copy furnished RO OPDNTP Focal Person Ms. Marlyne M. Villareal at [marlyne.villareal@deped.gov.ph](mailto:marlyne.villareal@deped.gov.ph).

8. For information, guidance, and compliance.

  
MA. GEMMA MERCADO LEDESMA  
Regional Director 

Encl/s.: As Stated

Reference/s: DepEd Order No. 40, s. 2020

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

LEARNING

DEVELOPMENT

NON-TEACHING

HRD/mmv  
02/10/2023

**FY 2023 OPDNTF PROGRAMS SUPPORT FUND**

| Office                | Amount               |
|-----------------------|----------------------|
| 1. RO                 | ₱74,604.00           |
| 2. Agusan del Norte   | ₱226,380.00          |
| 3. Agusan del Sur     | ₱379,015.00          |
| 4. Bayugan City       | ₱90,405.00           |
| 5. Bislig City        | ₱108,045.00          |
| 6. Butuan City        | ₱165,375.00          |
| 7. Cabadbaran City    | ₱56,595.00           |
| 8. Dinagat Island     | ₱131,197.00          |
| 9. Siargao Island     | ₱143,202.00          |
| 10. Surigao City      | ₱131,197.00          |
| 11. Surigao del Norte | ₱236,670.00          |
| 12. Surigao del Sur   | ₱335,160.00          |
| 13. Tandag City       | ₱68,155.00           |
|                       | <b>₱2,146,000.00</b> |





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                  |  |                                                     |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------|-------------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023 | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0039     |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    |  | <b>ORGANIZATION CODE:</b><br>070010300016           | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) to Schools Division Offices. |  | <b>DATE:</b><br>06-Feb-23                           | <b>FISCAL YEAR:</b><br>FY 2023                              |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Agusan del Norte<br>DepEd - CARAGA<br>070010816001<br>Region : 13                                                          |  |                                                     |                                                             |
| <b>PARTICULARS</b>                                                                                                                                                                               |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                | <b>AMOUNT AUTHORIZED</b>                                    |
| Training Expenses                                                                                                                                                                                |  | MOOE 5020201002                                     | 226,380.00                                                  |
| <b>AMOUNT IN WORDS:</b> *** Two Hundred Twenty Six Thousand Three Hundred Eighty Pesos Only ***                                                                                                  |  |                                                     | <b>Total:</b> <u>226,380.00</u>                             |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |  |                                                     |                                                             |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

F. L. ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0040 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                        |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTN) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Agusan del Sur<br>DepEd - CARAGA<br>070010816002<br>Region : 13                                                            |  |                                                             |                                                         |
| <b>PARTICULARS</b>                                                                                                                                                                               |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                |  | MOOE 5020201002                                             | 379,015.00                                              |
| <b>AMOUNT IN WORDS:</b> *** Three Hundred Seventy Nine Thousand Fifteen Pesos Only ***                                                                                                           |  |                                                             | <b>Total:</b> 379,015.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FE L. ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII  
SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                 |  |                                                             |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0041 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                   |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                       |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Bayugan City<br>DepEd - CARAGA<br>070010816007                                                                            |  |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                              |  | <b>ALLOTMENT CLASS/<br/>ACCOUNT CODE</b>                    | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                               |  | MOOE 5020201002                                             | 90,405.00                                               |
| <b>AMOUNT IN WORDS:</b> *** Ninety Thousand Four Hundred Five Pesos Only ***                                                                                                                    |  |                                                             | <b>Total:</b> 90,405.00                                 |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                     |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL ALLEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0042 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                   |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                       |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Bislig City<br>DepEd - CARAGA<br>070010816008                                                                             |  |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                              |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                               |  | MOOE 5020201002                                             | 108,045.00                                              |
| <b>AMOUNT IN WORDS:</b> *** One Hundred Eight Thousand Forty Five Pesos Only ***                                                                                                                |  |                                                             | <b>Total:</b> 108,045.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                     |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

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| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0043 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                        |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Butuan City<br>DepEd - CARAGA<br>070010816009                                                                              |  |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                               |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                |  | MOOE 5020201002                                             | 165,375.00                                              |
| <b>AMOUNT IN WORDS:</b> *** One Hundred Sixty Five Thousand Three Hundred Seventy Five Pesos Only ***                                                                                            |  |                                                             | <b>Total:</b> 165,375.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. NAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL ALLEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII  
SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                 |  |                                                             |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                |  | <b>REFERENCE:</b><br>FY 2023 CAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0044 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                   |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                       |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNT) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Cabadbaran City<br>DepEd - CARAGA<br>070010816010<br>Region : 13                                                          |  |                                                             |                                                         |
| <b>PARTICULARS</b>                                                                                                                                                                              |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                               |  | MOOE 5020201002                                             | 56,595.00                                               |
| <b>AMOUNT IN WORDS:</b> *** Fifty Six Thousand Five Hundred Ninety Five Pesos Only ***                                                                                                          |  |                                                             | <b>Total:</b> <u>56,595.00</u>                          |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                     |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. MAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FELI ALLEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                 |  |                                                             |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0045 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                   |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                       |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Dinagat Island<br>DepEd - CARAGA<br>070010810003<br>Region : 13                                                           |  |                                                             |                                                         |
| <b>PARTICULARS</b>                                                                                                                                                                              |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                               |  | MOOE 5020201002                                             | 131,197.00                                              |
| <b>AMOUNT IN WORDS:</b> *** One Hundred Thirty One Thousand One Hundred Ninety Seven Pesos Only ***                                                                                             |  |                                                             | <b>Total:</b> 131,197.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                     |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL L. ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                  |  |                                                             |                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0046 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                        |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Siargao<br>DepEd - CARAGA<br>070010810004                                                                                  |  |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                               |  | <b>ALLOTMENT CLASS/<br/>ACCOUNT CODE</b>                    | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                |  | MOOE 5020201002                                             | 143,202.00                                              |
| <b>AMOUNT IN WORDS:</b> *** One Hundred Forty Three Thousand Two Hundred Two Pesos Only ***                                                                                                      |  | <b>Total:</b>                                               | <b>143,202.00</b>                                       |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

|                                                                        |                                                                                    |                                                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>CERTIFIED CORRECT:</b><br><br>NOIME A. PLAZON<br>Budget Officer III | <b>RECOMMENDING APPROVAL:</b><br><br>FE L. ALIGADO<br>Chief Administrative Officer | <b>APPROVED:</b><br><br>MA. GEMMA MERCADO LEDESMA<br>Regional Director |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII  
SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                  |  |                                                             |                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0047 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                        |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTN) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Surigao City<br>DepEd - CARAGA<br>070010816011                                                                             |  |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                               |  | <b>ALLOTMENT CLASS/<br/>ACCOUNT CODE</b>                    | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                |  | MOOE 5020201002                                             | 131,197.00                                              |
| <b>AMOUNT IN WORDS:</b> *** One Hundred Thirty One Thousand One Hundred Ninety Seven Pesos Only ***                                                                                              |  |                                                             | <b>Total:</b> 131,197.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer IIIA

RECOMMENDING APPROVAL:

FE L. ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                  |                                           |                                                             |                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                 |                                           | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0048 |
|                                                                                                                                                                                                  |                                           | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                    | <b>ORGANIZATION CODE:</b><br>070010300016 | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) to Schools Division Offices. |                                           |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Surigao del Norte<br>DepEd - CARAGA<br>070010816005                                                                        |                                           |                                                             | <b>Region :</b> 13                                      |
| <b>PARTICULARS</b>                                                                                                                                                                               |                                           | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                |                                           | MOOE 5020201002                                             | 236,670.00                                              |
| <b>AMOUNT IN WORDS:</b> *** Two Hundred Thirty Six Thousand Six Hundred Seventy Pesos Only ***                                                                                                   |                                           |                                                             | <b>Total:</b> <u>236,670.00</u>                         |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                      |                                           |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL L. ALEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII  
SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                 |  |                                                             |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0049 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                   |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                       |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPDNP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Surigao del Sur<br>DepEd - CARAGA<br>070010816006<br>Region : 13                                                          |  |                                                             |                                                         |
| <b>PARTICULARS</b>                                                                                                                                                                              |  | <b>ALLOTMENT CLASS/ACCOUNT CODE</b>                         | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                               |  | MOOE 5020201002                                             | 335,160.00                                              |
| <b>AMOUNT IN WORDS:</b> *** Three Hundred Thirty Five Thousand One Hundred Sixty Pesos Only ***                                                                                                 |  |                                                             | <b>Total:</b> 335,160.00                                |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024                                                                                      |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEL MLEGADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office - XIII  
SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2023

|                                                                                                                                                                                                   |  |                                                             |                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                  |  | <b>REFERENCE:</b><br>FY 2023 GAAAO dated 01/01/2023         | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>RO-13-23-0050 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                     |  | <b>LEGAL BASIS:</b><br>Republic Act No. 11936 - FY 2023 GAA | <b>DATE:</b><br>06-Feb-23                               |
| <b>ORGANIZATION CODE:</b><br>070010300016                                                                                                                                                         |  | <b>FISCAL YEAR:</b><br>FY 2023                              |                                                         |
| <b>PURPOSE:</b><br>Transfer of funds to cover FY 2023 Program Support Fund (PSF) of Organizational and Professional Development for Non-Teaching Personnel (OPD/NTP) to Schools Division Offices. |  |                                                             |                                                         |
| <b>To:</b> The Schools Division Superintendent<br>Schools Division of Tandag City<br>DepEd - CARAGA<br>070010816012<br>Region : 13                                                                |  |                                                             |                                                         |
| <b>PARTICULARS</b>                                                                                                                                                                                |  | <b>ALLOTMENT CLASS/ ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                |
| Training Expenses                                                                                                                                                                                 |  | MOOE 5020201002                                             | 68,155.00                                               |
| <b>AMOUNT IN WORDS:</b> *** Sixty Eight Thousand One Hundred Fifty Five Pesos Only ***                                                                                                            |  |                                                             | <b>Total:</b> 68,155.00                                 |
| <b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.                                                                                       |  |                                                             |                                                         |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

NOIME A. PLAZON  
Budget Officer III

RECOMMENDING APPROVAL:

FEEL ALERADO  
Chief Administrative Officer

APPROVED:

MA. GEMMA MERCADO LEDESMA  
Regional Director



Republic of the Philippines  
Department of Education  
CARAGA REGION

February 3, 2023

**MA. GEMMA MERCADO LEDESMA**  
Regional Director  
Office of the Regional Director

Madam:

Greetings.

This is to respectfully request from your good office for the downloading of Program Support Fund (PSF) from the FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDntp) to Schools Division Offices. The allocation of the PSF was computed equitably targeting 30% of the total number of filled items in the GMIS data as of March 2, 2022. Below is the breakdown of the budget allocation per SDO.

| Office                | Amount               |
|-----------------------|----------------------|
| 1. RO                 | P74,604.00           |
| 2. Agusan del Norte   | P226,380.00          |
| 3. Agusan del Sur     | P379,015.00          |
| 4. Bayugan City       | P90,405.00           |
| 5. Bislig City        | P108,045.00          |
| 6. Butuan City        | P165,375.00          |
| 7. Cabadbaran City    | P56,595.00           |
| 8. Dinagat Island     | P131,197.00          |
| 9. Siargao Island     | P143,202.00          |
| 10. Surigao City      | P131,197.00          |
| 11. Surigao del Norte | P236,670.00          |
| 12. Surigao del Sur   | P335,160.00          |
| 13. Tandag City       | P68,155.00           |
|                       | <b>P2,146,000.00</b> |



Address: J.P. Rosales Avenue, Butuan City  
Trunkline No: (085) 225-1151  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph  
Website: <https://caraga.deped.gov.ph/>

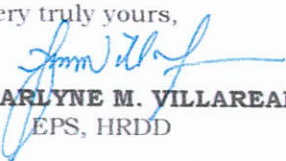


|                |             |      |        |
|----------------|-------------|------|--------|
| 2023-02-01452  |             |      |        |
| Doc. Ref. Code | RO-ASD-1069 | Rev  | 00     |
| Effectivity    | 02-01-23    | Page | 1 of 1 |

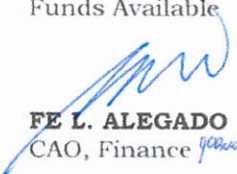
Guidelines on the utilization of the OPDNTF PSF shall be released through a memorandum once the funds are downloaded to SDOs. Monitoring and Evaluation (M&E) shall be conducted and technical assistance shall be provided.

Thank you.

Very truly yours,

  
**MARLYNE M. VILLAREAL**  
EPS, HRDD

Funds Available

  
**FE L. ALEGADO**  
CAO, Finance

Recommending Approval:

  
**FLORDELISA R. DALIN, EDD**  
CEPS, HRDD

Approved:

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

HRD/mmv  
02/03/2023





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

### MEMORANDUM

DM-OUHROD-2023-0089

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD & SCHOOL GOVERNANCE &  
OPERATIONS DIVISION

FROM :  **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

  
**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

SUBJECT : **FY 2023 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT  
FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT  
FUND ALLOCATION, UTILIZATION AND MONITORING  
GUIDELINES**

DATE : January 13, 2023

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

With this, the Program Support Fund (PSF) amounting to **Php 47,525,100.00** from the FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund for field offices, shall be directly released to the Regional Offices under For Comprehensive Release (FCR). The allocation of the PSF was computed equitably targeting 30% of the total number of filled items in the GMIS data as of 02 March 2022. Breakdown of the budget per region is shown in Annex A.

The **PSF shall be utilized for L&D interventions of non-teaching personnel based on the Learning Plan of the proponent office.** The Office Learning Plan must be duly approved by the head of office and must be based on the priority interventions as a result of LDNA through Performance Analysis, Competency-Based LNA, or on emerging directives and unforeseen environmental situation that require new or upgrading of competency **subject for approval of BHROD.** Copy and Summary of Regional and SDO Office Learning Plan template can be downloaded through this link [https://bit.ly/2023\\_OPDNTF\\_PSF](https://bit.ly/2023_OPDNTF_PSF) and shall be submitted to this Office through BHROD-HRDD on or before February 16, 2023.

Since the State of Public Health Emergency is still in effect and while the Department's policy on L&D is on the process of finalization, the following issuances shall serve as reference and guidance of all implementing units for the L&D of their respective non-teaching personnel:

- 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"

With the limited budget allocation and to minimize frequent pull out of non-teaching personnel to attend L&D intervention, **in-person or face to face is discouraged and should be limited to skills enhancement activity (i.e. oral & written skills workshop, ICT hands on activities). Access to online and/or eLearning modalities shall be maximized.**

In addition, non-teaching licensed professionals\* may still avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession and that the proposed intervention is needed as reflected on their IDP and/or Office Learning Plan.

While the OPDNTF fund is being managed by the BHROD through the Human Resource Development Division (BHROD-HRDD), the Regional PSF shall be managed and monitored by the Human Resource Development Division. Thus, in prioritizing the L&D programs, the following criteria may be used:

- A. Seriousness of the office/individual competency gaps related to its importance or extent of its critical contribution in achieving the organizational targets or strategic objectives;
- B. Urgency (address office/individual competency gap, or avoid potential damaging impact);
- C. Growth Potential (escalation of chance that may increase risk/opportunity of a program to contribute growth), and/or

\* 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 (PRC) 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.gov.ph/professional-regulatory-boards>



Annex A

FY 2023 OPDNTF PROGRAMS SUPPORT FUND

Regional Breakdown of Physical Targets and Financial Amounts

| REGION                                 | PHYSICAL  |          | FINANCIAL     |
|----------------------------------------|-----------|----------|---------------|
|                                        | Universe* | Target** |               |
| National Capital Region (NCR)          | 3,537     | 1,237    | 3,030,650.00  |
| Cordillera Administrative Region (CAR) | 1,920     | 672      | 1,646,400.00  |
| Region I - Ilocos                      | 4,182     | 1,463    | 3,584,350.00  |
| Region II - Cagayan Valley             | 2,842     | 994      | 2,435,300.00  |
| Region III - Central Luzon             | 5,801     | 2,030    | 4,973,500.00  |
| Region IVA - CALABARZON                | 5,761     | 2,016    | 4,939,200.00  |
| Region IVB - MIMAROPA                  | 2,117     | 740      | 1,813,000.00  |
| Region V - Bicol                       | 4,304     | 1,506    | 3,689,700.00  |
| Region VI - Western Visayas            | 4,971     | 1,739    | 4,260,550.00  |
| Region VII - Central Visayas           | 3,984     | 1,394    | 3,415,300.00  |
| Region VIII - Eastern Visayas          | 3,585     | 1,254    | 3,072,300.00  |
| Region IX - Zamboanga Peninsula        | 2,043     | 715      | 1,751,750.00  |
| Region X - Northern Mindanao           | 3,004     | 1,051    | 2,574,950.00  |
| Region XI - Davao                      | 2,414     | 844      | 2,067,800.00  |
| Region XII - SOCCSKSARGEN              | 2,478     | 867      | 2,124,150.00  |
| Region XIII - CARAGA                   | 2,504     | 876      | 2,146,200.00  |
| TOTAL                                  | 55,447    | 19,398   | 47,525,100.00 |

\* Total No. of Filled Items based on GMIS Data as of 02 March 2022

\*\* 30% of Universe (@2,450 cost per capita)

K





Republic of the Philippines  
Department of Education  
CARAGA REGION

Organizational and Professional Development for Non-Teaching Personnel (OPDNTP)  
**COLLECTIVE ACTIVITY PROPOSAL FOR FY <year>**

|                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROPONENT OFFICE:</b><br><i>(Please indicate the Complete Office Title (Division, Strand), Program Manager/Focal and contact no.)</i>                                                                       |
| <b>PROGRAM NAME:</b><br><i>(Program Area wherein the Activities are included)</i>                                                                                                                              |
| <b>AMOUNT REQUESTED:</b><br><i>(Total Amount of all the proposed activities of the Program charged to OPDNTP fund)</i>                                                                                         |
| <b>I. RATIONALE:</b><br><i>Briefly state your office mandate and its need to implement Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) programs, activities, and projects.</i> |

|                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. PROPOSED OPDNTP ACTIVITIES FOR FY 20__</b><br><i>*Note: Arrange the order of your activities from most priority to least priority</i>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                            |
| <b>A. (Title of Activity)</b><br><i>(The title should clearly state the type of activity. Is it a project, training, workshop, meeting, etc.?)</i><br><i>E.g. Training on Technical Presentation and Activity Facilitation Skills</i>                                                                                                                                                               |                                                                                                                                                                                                            |
| <b>A.1. Date of Conduct:</b><br><i>Indicate the dates of the activity from first to last day. For one-day activity, include time duration.</i><br><i>E.g. January 7-10, 2020</i>                                                                                                                                                                                                                    | <b>A.2. Duration of Activity:</b><br><i>Indicate the number of full days or number of hours for less than one-day activity.</i><br><i>E.g. Three full days</i>                                             |
| <b>A.3. Venue/Platform:</b><br><i>Indicate preferred city and province.</i><br><i>E.g. Tagaytay City, Cavite</i><br><br><i>Or the Platform to be used for online activity</i><br><i>E.g. Zoom, MTeams, google meet</i>                                                                                                                                                                              | <b>A.4. Target Participants:</b><br><i>Specify the nature and total number of participants, Facilitators, RPs.</i><br><i>E.g.</i><br><i>40 Administrative Technical Staff of BHROD; 2 Resource Persons</i> |
| <b>A.5. Activity Rationale:</b><br><i>-Why the need to conduct the activity??</i><br><i>-How does the activity advance /support the office or organization's priorities (based on Strategic Reform Agenda, Thrusts and Directions, etc.</i><br><i>-What identified operational and learning needs will the activity address?</i><br><i>- What are the desired results of this activity/project?</i> |                                                                                                                                                                                                            |



Address: J.P. Rosales Avenue, Butuan City  
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Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph  
Website: <https://caraga.deped.gov.ph/>



|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | PAWIM-F-016 | Rev  | 00     |
| Effectivity    | 09.20.21    | Page | 1 of 4 |



**A.6. Objective:**

- State the general goal of the activity and the specific objectives that are stated with SMART indicators (Specific, Measurable w/Measurement, Achievable, Relevant, Time-Oriented).

E.g.

This three-day training aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:

1. Discuss....
2. Identify...
3. Demonstrate....

**A.7. Expected Output:**

- Outputs are those results which are achieved immediately after implementing an activity. This may be reflected on the activity documentation report and activity evaluation report.

E.g. Manual on...

**A.8. Methodology:**

- State how the activity will run with the given design. (Time, Activities, Responsible Persons, Method)

**A.9. Resource Requirement**

- Workforce needed (who will serve as secretariat, facilitator, program manager, documenter, Resource Persons, etc)
- Materials needed
- Logistical Requirements

**A.10. Budgetary Requirement**

| Batch | No. of Pax | EXPENSES |        |            |             | TOTAL |
|-------|------------|----------|--------|------------|-------------|-------|
|       |            | Supplies | Travel | Honorarium | Contingency |       |
|       |            |          |        |            |             |       |
|       |            |          |        |            |             |       |
|       |            |          |        |            |             |       |

- input as indicated in your draft Expenditure Matrix
- you may delete expenses column that are not applicable or change to applicable expense (eg. expenses: Board and lodging, communication expenses, supplies, etc.)

**B. (Title of Activity)**

B.1. Date of Conduct:

B.2. Duration of Activity:

B.3. Venue/Platform:

B.4. Target Participants:

B.5. Activity Rationale:

B.6. Objective:

B.7. Expected Output:

B.8. Methodology:



Address: J.P. Rosales Avenue, Butuan City  
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B.9. Resource Requirement

B.10. Budgetary Requirement

| Batch | No. of Pax | EXPENSES |        |            |             | TOTAL |
|-------|------------|----------|--------|------------|-------------|-------|
|       |            | Supplies | Travel | Honorarium | Contingency |       |
|       |            |          |        |            |             |       |
|       |            |          |        |            |             |       |
|       |            |          |        |            |             |       |

\*Add columns for additional activities



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Prepared by:

Noted by:

(Signature over Printed Name)

Position

Date:

(Signature over Printed Name)

Chief/Head of Office

Date:

Recommending Approval as to Purpose:

(Signature over Printed Name)

Schools Division Superintendent

Date:

Reviewed by:

Recommending Approval as to Content &  
Availability of Fund:

**MARLYNE M. VILLAREAL**

EPS-HRDD, OPDNTP Focal Person

Date:

**FLORDELISA R. DALIN, EdD**

Chief, HRDD

Date

Approved:

**MA. GEMMA MERCADO LEDESMA**

Regional Director

Date:



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