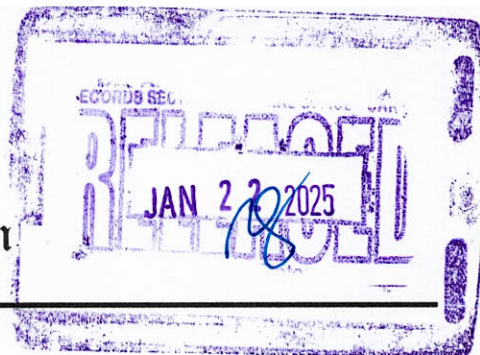




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0065**, s. 2025

JAN 22 2025

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF THE FY 2025 OFFICE LEARNING AND
DEVELOPMENT PLAN (OLDP)

1. This office informs the Organizational and Professional Development for Non-Teaching Personnel (OPD-NTP) Focal Persons on the submission of the FY 2025 OLDP not later than January 27, 2025 through caraga@deped.gov.ph.
2. You can access the data for your input to this link: <https://tinyurl.com/34jxahm8>.
3. Kindly refer to the attached Memorandum DM-OUHROD-2025-0133 and OLDP Template for details.
4. For your guidance and compliance.

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE, JR., PhD, CESO IV
Director III
Assistant Regional Director 

Encl/s.: As stated

Reference/s: Memorandum DM-OUHROD-2025-0133

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

PLAN

NON-TEACHING PERSONNE;

HRDD/rsr
01/22/2025

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph

Website: caraga.dened.gov.ph



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



Certificate No.: PHP QI
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0133

TO : **ESTELA L. CARINO**, *Regional Director, CAR*
BENJAMIN D. PARAGAS, *Regional Director, Region II*
RONNIE S. MALLARI, *Regional Director, Region III*
ALBERTO T. ESCOBARTE, *Regional Director, CALABARZON*
NICOLAS T. CAPULONG, *Regional Director, MIMAROPA*
RAMIR B. UYTICO, *Regional Director, Region VI*
SALUSTIANO T. JIMENEZ, *Regional Director, Region VII*
EVELYN R. FETALVERO, *Regional Director, Region VIII*
RUTH L. FUENTES, *Regional Director, Region IX*
ARTURO B. BAYOCOT, *Regional Director, Region X*
ALLAN G. FARNAZO, *Regional Director, Region XI*
CARLITO D. ROCAFORT, *Regional Director, Region XII*
MARIA INES C. ASUNCION, *Regional Director, CARAGA*

ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **SUBMISSION OF THE FY 2025 OFFICE LEARNING AND DEVELOPMENT PLAN**

DATE : January 16, 2025

With reference to the expected output of the *Recalibration Workshop for the Three-Year Learning and Development Plan* for Clusters 2-4 held last November 2024, Regional Offices are directed to submit to the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) the consolidated Office Learning and Development Plan (OLDP) for FY 2025 from Regional and School Division Offices for review and allocation for funding.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

DP # 0763			
Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



In this regard, the Human Resource Development Division shall:

1. Finalize the consolidated FY 2025 OLDP of the Regional Office and School Division Offices *excluding the following SDOs from Region III- Aurora, Bataan, San Jose City, Zambales, Olongapo City, Balanga City, Nueva Ecija, Gapan City, Science City of Muñoz;*
2. Facilitate the approval of FY 2025 OLDP for vetting of the Regional Directors; and
3. Submit approved and editable copies of the approved OLDP to BHROD-HRDD through the following link and QR code below:

<https://bit.ly/2025OLDP>



For the timely release of the FY 2025 Program Support Fund (PSF) under the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP), deadline of submission of the OLDP shall be no later than January 31, 2025.

For inquiries, please contact Mr. Siljohn Rey P. Salazar of BHROD-HRDD at (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

For your information and appropriate action.



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 1 to the RM No. 0065, s. 2025

OFFICE LEARNING AND DEVELOPMENT PLAN CY _____

Fiscal Year:
Office/Division: DepEd Caraga Region
Region: Caraga
Office Email Address: caraga@deped.gov.ph

Office	Job Group & Positions	Competency/Performance Gap	Learning Objectives (specific competencies to be developed)	Learning Interventions (with specific titles of proposed activities)	Learning Modality (Online/Blended/In-person)	No. of target participants	Date and Venue	Results	Budgetary Requirements
	A set of job/work that are linked together by a common nature, purpose, or skill set. e.g., Administrative,	The difference between an employee's current competence and their desired competence/performance	The knowledge, skills, or abilities and the specific level of proficiency that the personnel develops	Appropriate learning strategy in addressing the identified gaps. These may be any or a combination of the following: (1) job-embedded learning (JEL), (2) relationship/discussion-based		(figure)	(proposed schedule)	Include immediate reaction; learning; near-term (behavior); long term (organizational impact; ROI)	Total amount of estimated budget; indicate fund source.

DepEd MATATAG
BACORANG PALUPPAN
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Doc. Ref. Code	RO-HRDP-F038	Rev	00	
Effectivity	02.01.23	Page	1 of 2	

	Human Resource Management, Records Management, etc.		or enhances as a result of the recommended learning intervention	learning (RDL), and (3) Formal Learning (FL) (e.g., training program) Consider 70-20-10 model					
Regional Office Proper									

Prepared by:

Reviewed by

Recommending Approval

Approved by:

OPD NTP Focal Person

Chief, SGOD

Asst. Schools Division Superintendent
PDC Chairperson
Schools Division Superintendent



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Doc. Ref. Code	RO-HRDD-F038	Rev	00
Effectivity	02.01.23	Page	2 of 2



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