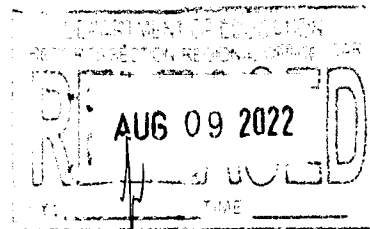




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



August 5, 2022

**REGIONAL MEMORANDUM**

No. 393 . 2022

**UPDATE OF FY 2022 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT FUND (PSF) AND GUIDELINES IN ITS ALLOCATION, UTILIZATION AND MONITORING**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned  
 All Divisions

1. Pursuant to Memorandum No. DM-HROD-2022-0158 dated March 01, 2022 SDOs of this Region were allocated PSF to provide various interventions envisioned to build and strengthen the capabilities of Non-Teaching personnel.

2. In this connection, this Office reiterates compliance to the **Quarterly Accomplishment on the Utilization of the OPDNTP PSF.**

3. Thus, SDOs are required to accomplish the following **before August 16, 2022:**

Document	Template Link	Submission Link
Learning Outcomes	<a href="http://bit.ly/SDOsLearningPlan">bit.ly/SDOsLearningPlan</a>	<a href="http://bit.ly/FY2022-OLP">bit.ly/FY2022-OLP</a>
Physical and Financial Targets	<a href="http://bit.ly/2022-OPDNTP-CAR">bit.ly/2022-OPDNTP-CAR</a>	

4. To further guide the accomplishment of the aforementioned forms, the CO issued memorandum is attached as Enclosure 1.

5. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.

6. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/ Regional Director

NEAPCAR/JPA/ibi





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<sup>[1]</sup>*

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

# 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	Remarks
<b>Overhead</b>	Payment of Salaries and Allowable Benefits (COS and HTC), Petty Cash, usual Office Supplies (includes safety supplies like face masks, disinfectants, hand sanitizer, etc.), Extraordinary Allowance for Third-level Officials, Mobile Allowance for Assistant chiefs and above (as allowed in the DepEd Order), buffer for traveling expenses (unforeseen) and communications expense for output-based personnel amounting to P300.00 (subject to implementing guidelines)	In the allocation of MOOE, priority shall be given to mandatory expenditures such as utility expenses, communications expenses, professional and general services, before allocating funds for regular operating expenditures.
	Meal expense (maximum of Php 400) for personnel reporting as skeletal workforce (COS or permanent ) per day during the state of public health emergency due to corona virus disease 2019	
<b>Online Meeting Platform Subscription</b>	MS Teams as our official platform is recommended. Other <u>free</u> platforms offering basic accounts may also be used.	
<b>Webinars (e-trainings, seminars, workshops, orientations)</b>	<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	
<b>Meetings</b>	<u>Meals (DepEd Order No. 02, s. 2018)</u>	
<b>Face to Face (subject to social distancing)</b>	<p><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></p> <p><u>Breakfast: P200</u>  <u>Snacks (AM/PM): P100</u>  <u>Lunch/Dinner: P400</u></p>	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)"

<b>Region I - Ilocos</b>	<b>8,110,000</b>	<b>3,220,000</b>	<b>11,330,00</b>
Regional Office - I	8,110,000	83,000	8,193,00
Division of Alaminos City		82,000	82,00
Division of Batac City		57,000	57,00
Division of Candon City		68,000	68,00
Division of Dagupan City		113,000	113,00
Division of Ilocos Norte		328,000	328,00
Division of Ilocos Sur		335,000	335,00
Division of La Union		326,000	326,00
Division of Laoag City		132,000	132,00
Division of Pangasinan I		676,000	676,00
Division of Pangasinan II		608,000	608,00
Division of San Carlos City		150,000	150,00
Division of San Fernando City		71,000	71,00
Division of Urdaneta City		115,000	115,00
Division of Vigan City		76,000	76,00
<b>Cordillera Administrative Region (CAR)</b>	<b>6,039,000</b>	<b>1,610,000</b>	<b>7,649,00</b>
Regional Office - CAR	6,039,000	125,000	6,164,00
Division of Abra		243,000	243,00
Division of Apayao		131,000	131,00
Division of Baguio City		140,000	140,00
Division of Benguet		270,000	270,00
Division of Ifugao		221,000	221,00
Division of Kalinga		153,000	153,00
Division of Mt. Province		215,000	215,00
Division of Tabuk City		112,000	112,00
<b>Region II - Cagayan Valley</b>	<b>6,738,000</b>	<b>2,205,000</b>	<b>8,943,00</b>
Regional Office - II	6,738,000	83,000	6,821,00
Division of Batanes		107,000	107,00
Division of Cagayan		583,000	583,00
Division of Canayan City		73,000	73,00
Division of Ilagan City		104,000	104,00
Division of Isabela		591,000	591,00
Division of Nueva Vizcaya		303,000	303,00
Division of Quirino		166,000	166,00
Division of Santiago City		83,000	83,00
Division of Tuguegarao City		112,000	112,00
<b>Region III - Central Luzon</b>	<b>10,051,000</b>	<b>4,297,000</b>	<b>14,348,00</b>
Regional Office - III	10,051,000	86,000	10,137,00
Division of Angeles City		149,000	149,00
Division of Aurora		202,000	202,00
Division of Balanga City		78,000	78,00
Division of Bataan		256,000	256,00
Division of Bulacan		543,000	543,00
Division of Cabanatuan City		122,000	122,00
Division of Gapan City		81,000	81,00
Division of Mabalacat City		87,000	87,00
Division of Malolos City		108,000	108,00