




Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-0786

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

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

SUBJECT : **SUBMISSION OF 2024 OFFICE LEARNING AND
DEVELOPMENT PLAN FOR FIELD OFFICES NON-TEACHING
PERSONNEL**

DATE : April 26, 2024

This has reference to the 2024-2026 Regional Office Learning and Development Plan (OLDP) submitted during the conduct of the *Learning and Development (L&D) Planning Workshop* last 2023.

To ensure that all L&D objectives are centered to address the competency gaps of the non-teaching personnel, and all programs are geared towards the realization of Basic Education Plan 2030 and the MATATAG Agenda, the Bureau of Human Resource and Organizational Development (BHROD), by virtue of *Office Order OO-OSEC-2023-086* as the Secretariat of the Personnel Development Committee, **is hereby requesting all the Regional Offices to do the following:**

1. Revisit and update, if necessary, the 3-year OLDP submitted last 2023 to validate all the L&D proposals and check if these are still applicable for this year; and
2. Resubmit the soft copy of the latest approved 3-year OLDP through this link: <https://bit.ly/2024ROLDP> using the Excel file template with file name *Consolidated LDP for 2024*. The deadline for the submission is until **May 10, 2024, Friday, at 5:00 PM.**

The 3-year OLDP, upon the approval of the BHROD, shall serve as a reference for the projection, allocation, and distribution of the 2024 Organizational and Professional Development Fund for Non-Teaching Personnel-Program Support Fund (OPDNT-PSF) amounting to **Php 66,493,000.00**, which shall be equitably downloaded to respective Regional Offices for funding all L&D programs and activities of non-teaching personnel.

For any concerns or clarifications, kindly contact **Mr. Siljohn Rey Salazar** of the BHROD-Human Resource and Development Division (BHROD-HRDD) at (02) 8470-6630 or through email at bhrod.hrdd@deped.gov.ph copy furnished siljohn.salazar@deped.gov.ph.

For your information and appropriate action.

[HRDD/Salazar]



Annex A

Office Learning and Development Plan

Title of Program/Training Completed:	
Dates Attended:	
First Name:	Email Address:
Middle Name:	Office/Division:
Last Name:	Position:
Sex: Choose an item.	Employment Status: Choose an item.

Objectives	Activities/Strategies	Timeframe	Target Participants	Resources Needed	Expected Output

Prepared by:

Recommending Approval:

Approved by:

(Name of Personnel)

(Name of Immediate Supervisor)

(Name of PDC Chair)

Date:

Date:

Date: