

#### 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** 

WILFREDO'E, CABRAL **FROM** 

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

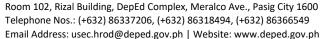
This has reference to the 2024-2026 Regional Office Learning and Development Plan (OLDP) submitted during the conduct of the Learning and Development (L&D) Planning Workshop last 2023.

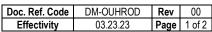
To ensure that all L&D objectives are centered to address the competency gaps of the non-teaching personnel, and all programs are geared towards the realization of Basic Education Plan 2030 and the MATATAG Agenda, the Bureau of Human Resource and Organizational Development (BHROD), by virtue of Office 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 (OPDNTP-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 nonteaching personnel.

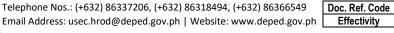
For any concerns or clarifications, kindly contact Mr. Siljohn Rey Salazar of the BHROD-Human Resource and Development Division (BHROD-HRDD) at (02) 8470bhrod.hrdd@deped.gov.ph 6630 through email at copy furnished siljohn.salazar@deped.gov.ph.

For your information and appropriate action.

[HRDD/Salazar]









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DM-OUHROD



### 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	e	Target Participants	Resources Needed	Expected Output	
Prepared by: Recommending Approval:		oroval:	Approved by:				
(Name of Personnel) (Name of Immediate Date:		e Supervisor)		(Name of PI Date:	(Name of PDC Chair) Date:		