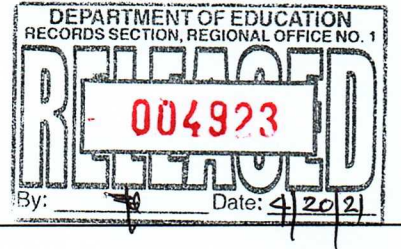




Republic of the Philippines  
**Department of Education**  
 Regional Office I



Office of the Regional Director

April 16, 2021

REGIONAL MEMORANDUM  
 No. 335, s. 2021

**MONITORING OF THE UTILIZATION OF FY 2021 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL**

To: Schools Division Superintendents

1. The Department of Education envisions that all of its employees will be given with responsive and relevant professional development programs to effectively and efficiently deliver services to its clientele.
2. Anent to this, the department provided its field offices with the Organizational and Professional Development for Non-Teaching Personnel. The allocation for each School Division Offices are as follows:

Division	Fund Allocation
Alaminos City	Php 100,000.00
Batac City	Php 100,000.00
Candon City	Php 100,000.00
Dagupan City	Php 100,000.00
Ilocos Norte	Php 150,000.00
Ilocos Sur	Php 150,000.00
La Union	Php 150,000.00
Laoag City	Php 100,000.00
Pangasinan I	Php 200,000.00
Pangasinan II	Php 200,000.00
San Carlos City	Php 100,000.00
San Fernando City	Php 100,000.00
Urdaneta City	Php 100,000.00
Vigan City	Php 100,000.00

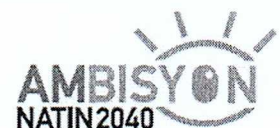
3. The Schools Division Offices are enjoined to submit their signed Work and Financial Plan relative to the said allocation thru this link: [tinyurl.com/WFPNonTeaching2021](http://tinyurl.com/WFPNonTeaching2021) on or before April 30, 2021. Further, they are advised to accomplish the online monitoring tool in the Google Sheet accessible thru: <http://bit.ly/OPDNTP2021RO1>.
4. It is reiterated that the allocation shall be utilized for the learning and development of non-teaching personnel pursuant to DepEd Order No. 40, s. 2020

**DepEd Region 1: Built on character; empowered by competence.**



II

Address: Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Number: (072) 607-8137 / 682-2324  
 Email Address: [region1@deped.gov.ph](mailto:region1@deped.gov.ph) | Website: [www.depedro1.com](http://www.depedro1.com)

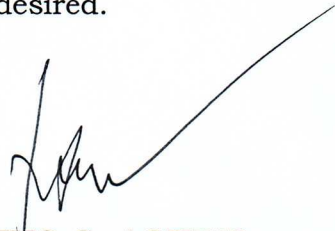


titled "Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of the COVID 19 Pandemic"

5. Division Focal Persons are advised to update the online monitoring tool every first week of the month starting the month of May.

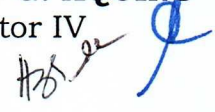
6. For clarifications, you may contact the Human Resource Development Division thru: [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).

7. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**

Director IV



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

PERFORMANCE MANAGEMENT HUMAN RESOURCE

HRDD/DCB/hkmv/RM\_ODPNTFY2021  
April 14, 2021

