



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 091 s. 2024

**FY 2024 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNT) PROGRAM SUPPORT FUND ALLOCATION, UTILIZATION AND MONITORING GUIDELINES**

To: Schools Division Superintendents

1. In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030 and MATATAG Agenda, DepEd Learning and Development (L&D) Interventions shall be guided by and support the Department's strategies to continuously improve itself to better serve its stakeholders ensuring an enabling and supportive environment by strengthening its capabilities of its people to contribute to the achievement of a modern, efficient, nimble, and resilient governance and management processes.

2. Anent this, the amount allotted to DepEd Region 1 shall be utilized for the L&D interventions of non-teaching personnel based on the Approved Office Learning and Development Plan anchored on the needs analysis and/or emerging directives. For information and guidance, a copy of the detailed approved Regional and SDO Office Learning Plan can be accessed through this link: [https://bit.ly/2024\\_OPDNT\\_PSF](https://bit.ly/2024_OPDNT_PSF).

3. As a mechanism to facilitate the downloading of OPDNT Fund, all SDOs are reminded to submit the following for review and approval:

- a. Training Design (*highlighting the approved Profile of Pax (Column C) and the Competency Addressed (Column J); Target Number of Pax may be adjusted accordingly*)
- b. Program Matrix
- c. Monitoring Plan/Impact Evaluation of Training
- d. Approved WFP (*using the approved allotment*)

4. To comply with the monitoring requirements specified in DO 40 s. 2020, the Activity Completion Report (*see Annex C in the link*) and accomplishments on the utilization of the FY 2024 OPDNT PSF must be submitted every quarter to the Human Resource Development Division.

5. For complete information about the monitoring and utilization guidelines, please check DM-OUHROD-2024-1500.



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | [region1@deped.gov.ph](mailto:region1@deped.gov.ph) | [www.depedro1.com](http://www.depedro1.com)



Certificate No. ANP 0285  
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6. For concerns, please contact HRDD through [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) or through telephone number (072) – 682-23-24 local 122.

7. For immediate dissemination.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONELL**  
Chief Administrative Officer  
Administrative Division

Encl.: None

Reference: DM-OUHROD-2024-1500

To be indicated in the Perpetual Index

Under the following subjects:

FUND ALLOCATION  
OPDNTF

NON-TEACHING  
TRAINING

HRDD/jmv/RM\_OPDNTPPSFFund  
August 16, 2024



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