



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



**REGIONAL MEMORANDUM**

No. 366 s. 2025

**SUBMISSION OF CONSOLIDATED NON-TEACHING PERSONNEL LEARNING AND DEVELOPMENT NEEDS ANALYSIS (LDNA) RESULTS**

To: Schools Division Superintendents

1. This Office, through the Human Resource Development Division, is finalizing the Three-Year Professional Development Plan (FY 2025-2027) for Non-Teaching Personnel (PDP-NTP). The PDP-NTP shall be the blueprint of all learning and development initiatives for all Non-Teaching Personnel in the region.
2. Anent this, this Office, requests all Schools Division Offices to consolidate all the Individual Professional Development Plan (IPDP) of SDO Personnel using the template that can be accessed through <https://tinyurl.com/PDP-NTP2025-27>.
3. The editable copy of PDP-NTP is expected to be submitted to [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) on or before **April 15, 2025**. Please use this filename format: <SDO\_PDP-NTP>.
4. For questions, please call the Human Resource Development Division through telephone number (072) 682-23-24 or email at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).
5. For wide and immediate dissemination.

**TOLENTINO G. AQUINO**

Director IV

Encl.: None

Reference: None

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

LEARNING AND DEVELOPMENT  
 NON-TEACHING

PROGRAMS  
 TRAININGS

HRDD/jmv/RM\_PDP-NTP  
 March 7, 2025



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

