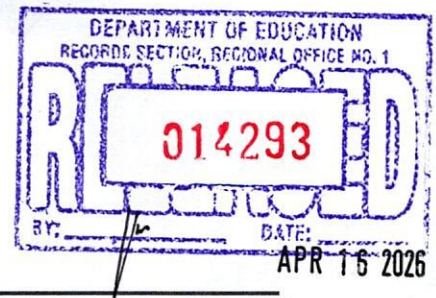




Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 472 s. 2026

**SUBMISSION OF FY 2026 AND 2027 DIVISION OFFICE LEARNING AND DEVELOPMENT PLAN (OLDP) FOR NON-TEACHING PERSONNEL**

To: Schools Division Superintendents

1. The Department of Education, through the Human Resource and Organizational Development and Infrastructure, issued DM-OUHRODI-2026-1048 on March 31, 2026 requiring the submission of consolidated Regional Office Learning and Development Plan on April 24, 2026.
2. In relation to this, all Schools Division Offices are requested to submit to the Human Resource Development Office (HRDD) updated FY 2026 and 2027 Division Office Learning and Development Plan (OLDP) for Non-Teaching Personnel on April 20, 2026. The soft copy of the approved OLDP, both in Excel and PDF formats, must be submitted to the [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).
3. To ensure uniformity, all SDOs are requested to comply with the attached template (*see Annex A*).
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 immediate dissemination.

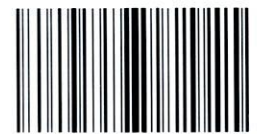
*ELC*  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
 Director IV/Regional Director

Encl.: As stated  
 Reference: DM-OUHRODI-2026-1048  
 To be indicated in the Perpetual Index  
 Under the following subjects:

LEARNING AND DEVELOPMENT

NON-TEACHING PERSONNEL

HRDD/jmv/RM\_OLDP  
 April 15, 2026



HRDD260422



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
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[www.depedregion1.com](http://www.depedregion1.com)

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Effectivity	11.18.2024	Page	1 of 2





## Annex A

### Office Learning and Development Plan

Fiscal Year:
Office/Division:
Region:
Office Email Address:
Focal Person:
Contact Details: (Viber)

Office	Job Group & Positions	Competency/ Performance Gap	Learning Objectives	Learning Interventions	Learning Modality	No. of Targets	Date and Venue	Results	Budgetary Requirements

Prepared by:

Recommending Approval:

Approved by:

(Name of Personnel)  
Date:

(Name of Immediate Supervisor)  
Date:

(Name of PDC Chair)  
Date:





## Annex A

### Office Learning and Development Plan

<b>Fiscal Year:</b>
<b>Office/Division:</b>
<b>Region:</b>
<b>Office Email Address:</b>
<b>Focal Person:</b>
<b>Contact Details: (Viber)</b>

Office	Job Group & Positions	Competency/ Performance Gap	Learning Objectives	Learning Interventions	Learning Modality	No. of Targets	Date and Venue	Results	Budgetary Requirements

Prepared by:

Recommending Approval:

Approved by:

(Name of Personnel)  
Date:

(Name of Immediate Supervisor)  
Date:

(Name of PDC Chair)  
Date:





**Annex A**

**Office Learning and Development Plan**

Fiscal Year: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Region: \_\_\_\_\_

Office Email Address: \_\_\_\_\_

Focal Person: \_\_\_\_\_

Contact Details: (Viber) \_\_\_\_\_

Office	Job Group & Positions	Competency/ Performance Gap	Learning Objectives	Learning Interventions	Learning Modality	No. of Targets	Date and Venue	Results	Budgetary Requirements

Prepared by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

(Name of Personnel)  
Date: \_\_\_\_\_

(Name of Immediate Supervisor)  
Date: \_\_\_\_\_

(Name of PDC Chair)  
Date: \_\_\_\_\_

