DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY: DATE: NOV 17 2026

REGIONAL MEMORANDUM
No. 1530 s. 2026

ORIENTATION AND WORKSHOP ON THE FINALIZATION OF LEARNING AND DEVELOPMENT PLANS AND WORK FINANCIAL PLANS FOR THE FY 2026 OPDNTP – PSF

To: Assistant Regional Director
Schools Division Superintendents
Regional HRDD Chief Education Supervisor
All Others Concerned

1. Pursuant to Memorandum DM-OUHRODI-2026-4168 dated November 5, 2026, titled *Institutionalization of the Multi-Year Utilization and Monitoring Guidelines for the Organizational and Professional Development for Non-Teaching Personnel – Program Support Fund (OPDNTP-PSF)*, this Office, through the Human Resource Development Division, shall conduct the Orientation and Workshop on the Finalization of Learning and Development Plans and Work and Financial Plans for the OPDNTP-PSF on **November 23, 2026** at the **National Educators Academy of the Philippines-Region I, San Vicente, City of San Fernando, La Union.**

2. The activity aims to orient participants on the utilization, monitoring, and reporting guidelines of the OPDNTP-PSF; finalize the priority Learning and Development Interventions (LDIs) and Office Learning and Development Plans (OLDPs); and prepare the corresponding Work and Financial Plans (WFPs), including physical and financial targets, budget allocations, and implementation schedules.

3. The activity shall be attended by **60 participants**, composed of the SGOD Chief, HRDS SEPS/EPS II, SMME SEPS/EOS II, Administrative Officer V (AO V), and selected Regional Office personnel. The distribution of participants is as follows:

Office/SDO	Number of participants
Alaminos City	4
Batac City	4
Candon City	4
Dagupan City	4
Ilocos Norte	4
Ilocos Sur	4
La Union	4
Laoag City	4

Pangasinan I	4
Pangasinan II	4
San Carlos City	4
San Fernando City	4
Urdaneta City	4
Vigan City	4
HRDD	2
PPRD	1
QAD	1
Total	**60**

4. In case an identified participant is unable to attend due to an equally important official activity, the Head of Office concerned shall designate a replacement who is knowledgeable about the office processes and can actively contribute to the assessment of its risks and opportunities.

5. Meals and snacks shall be provided during the activity, as indicated below:

DAY	AM SNACK	LUNCH	PM SNACK
November 23, 2026	/	/	/

6. Expenses for meals and snacks shall be charged against the CY 2026 Regional MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.

7. For questions and clarificatons, please contact the Human Resource Development Division through email at hrdd.region1@deped.gov.ph.

8. Immediate and wide dissemination of this Memorandum is desired.

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

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index:
under the subjects:

EMPLOYEES TRAINING PROGRAMS

DepEd RO1 Documan
HRDD260927

HRDD/rrm/RM_FY2026OPDNTPOrientation
November 16, 2026