



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



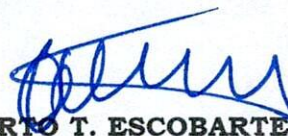
June 9, 2025

Regional Memorandum
No. 421 s. 2025

**SUBMISSION OF ACTIVITY COMPLETION AND FUND
UTILIZATION REPORT FOR OPDNTF-PSF FY 2024**

To **Schools Division Superintendents**
All Concerned Personnel

1. Relative to the Memorandum DM-OUHROD-2024-1500 dated 6 August 2024 titled "FY 2024 Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) Program Support Fund Allocation, Utilization and Monitoring Guidelines," this Office, through the Human Resource Development Division, **requests all 23 SDOs to submit their Activity Completion Report for activity(ies) conducted and charged against the OPDNTF-PSF for FY 2024 until July 30, 2025.**
2. Each SDO that has already conducted its Office Learning and Development activities shall submit the report through this link: <https://bit.ly/AAR-OPDNTF2024>. The SDO Focal Person shall be responsible for uploading the accomplished activity report in PDF format to the link provided.
3. For **SDOs that have not yet conducted their activities, they shall update the final date(s) of conduct of their activities on or before June 30, 2025, through this link: <https://bit.ly/2024OLDPTTracker>, and submit their completion report at least 15 days after the conduct of the activity.**
4. Attached is the Activity Completion Report template prescribed by HRDD-CO.
5. For concerns and clarifications, please contact Jisela N. Ulpina, OIC-HRDD-NEAP Chief, or Jonalyn B. Pattalitan, Education Program Specialist II, through hrd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH10-H1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



Annex C

School Division Office Activity Completion Report

Title of Activity <i>(based on the approved OLDP FY 2024)</i>																																							
Venue																																							
Summary Profile of the Participants <i>(provide the profile of the participants – position and sex)</i>																																							
Attendance <i>(target participants vs. actual participants)</i>																																							
Objectives <i>(activity objectives based on the approved OLDP FY 2024)</i>																																							
Narrative Report <i>(specify the proceedings before, during, and after the activity)</i>	<table><tr><td colspan="4">I. Preliminary Activities <i>(Provide brief narration of preliminary activities prior session proper)</i></td></tr><tr><td colspan="4">II. Key Learning (per module/session) <i>(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)</i></td></tr><tr><td>Topic/Activity</td><td>Objectives</td><td>Outputs/Activities</td><td>Resource Person</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td colspan="4">III. Synthesis and Closing Activities</td></tr></table> <p><i>-add rows if necessary-</i></p>			I. Preliminary Activities <i>(Provide brief narration of preliminary activities prior session proper)</i>				II. Key Learning (per module/session) <i>(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)</i>				Topic/Activity	Objectives	Outputs/Activities	Resource Person																					III. Synthesis and Closing Activities			
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Photos <i>(provide at least 3 photos in a day with description)</i>	
Outputs(s) <i>(indicate the outputs of each activity)</i>	
Activity Evaluation Report <i>(Attach M&E report)</i>	

Prepared by:

Recommending Approval:

Approved by:

NAME
Position
Date:

NAME
Position
Date:

NAME
Position
Date: