



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



October 21, 2025

**Regional Memorandum**  
No. 787 s. 2025

**UTILIZATION AND MONITORING GUIDELINES FOR THE  
PROGRAM SUPPORT FUND ALLOCATION FOR FY 2025  
ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT  
FOR NON-TEACHING PERSONNEL (OPDNTP)**

To **Schools Division Superintendents**  
**All Others Concerned**

1. Relative to DM-OUHROD-2025-2294 titled *FY 2025 Organizational and Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization and Monitoring Guidelines*, this Office through the Human Resource Development Division shall download a total amount of **5,682,538.04** to be distributed to the 23 Schools Division Offices of DepEd Region IV-A CALABARZON based on the approved 2025 Office Learning and Development Plan.
2. The downloaded amount shall serve as the Program Support Fund for Non-Teaching Professional Development of the Schools Division Offices and shall be utilized for the L&D interventions of non-teaching personnel based on the approved Office Learning and Development Plan submitted to BHROD-HRDD last February 2025.
3. Due to limited budget allocations, all SDOs are encouraged to maximize the use of OPDNTP-PSF allocations through the continuous adoption of online or blended learning delivery as specified in the approved Office Learning Plan. For the non-teaching licensed professionals, they may still avail funding for their Continuing Professional Development (CPD) and Mandatory Continuing Legal Education (MCLE), provided they occupy a position which requires practice of their licensed profession and that the proposed intervention is reflected on their IDP and/or Office Learning and Development Plan for FY 2025.
4. For the reference of all concerned personnel, attached is the breakdown of allocation per SDO, and a copy of DM-OUHROD-2025-2294 as well as the OPDNTP Utilization and Monitoring Guidelines which includes the following:
  - General Scope and Exclusions
  - Eligible Expenses
  - Accomplishment Reporting and Fund Monitoring and Evaluation



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Certificate No. PHP QMS  
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- Effectivity of the Guidelines and Continuing OPDNTF PSF Fund Availability
5. Additionally, the copy of approved FY 2025 Office Learning and Development Plan can be accessed here: <https://bit.ly/R4A-2025-OLDP>.
  6. Furthermore, **all SDOs with existing or remaining OPDNTF-PSF from FY 2024**, based on their approved OLDP, shall be utilized until **31 December 2025**. They must also submit the completion report through this link <https://bit.ly/AAR-OPDNTF2024> and provide the status of their implementation through this link: <https://bit.ly/2024OLDPTracker>.
  7. 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](mailto:hrd.calabarzon@deped.gov.ph).
  8. Immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

**FY 2025 PSF-OPDNTF**  
*Amount Downloaded per SDO*

|     | <b>SDO</b>         | <b>No. of Target Personnel</b> | <b>Amount Downloaded</b> |
|-----|--------------------|--------------------------------|--------------------------|
| 1.  | Batangas Province  | 250                            | 1,080,792.00             |
| 2.  | Cavite Province    | 100                            | 296,688.00               |
| 3.  | Laguna Province    | 141                            | 290,542.32               |
| 4.  | Quezon Province    | 280                            | 692,272.00               |
| 5.  | Rizal Province     | 200                            | 565,120.00               |
| 6.  | Antipolo City      | 45                             | 127,152.00               |
| 7.  | Batangas City      | Batch 1: 63                    | 146,860.56               |
|     |                    | Batch 2: 58                    | 136,514.63               |
| 8.  | Calamba City       | 161                            | 222,516.00               |
| 9.  | Cavite City        | 55                             | 101,507.56               |
| 10. | Lipa City          | 30                             | 36,000.00                |
| 11. | Lucena City        | 24                             | 169,536.00               |
| 12. | San Pablo City     | 77                             | 137,818.64               |
| 13. | Tanauan City       | 21                             | 88,300.00                |
| 14. | Sta. Rosa City     | 15                             | 91,840.48                |
| 15. | Dasmariñas City    | 148                            | 281,856.00               |
| 16. | Bacoor City        | Batch 1: 18                    | 89,006.40                |
|     |                    | Batch 2: 16                    | 79,116.80                |
| 17. | Imus City          | 40                             | 80,360.06                |
| 18. | Tayabas City       | 19                             | 42,294.99                |
| 19. | Biñan City         | 37                             | 169,536.00               |
| 20. | Cabuyao City       | 71                             | 247,240.00               |
| 21. | General Trias City | 26                             | 169,536.00               |
| 22. | San Pedro City     | 58                             | 226,048.00               |
| 23. | Sto. Tomas City    | 37                             | 114,083.60               |
|     | <b>Total</b>       | <b>1,990</b>                   | <b>5,682,538.04</b>      |



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-2294

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD & SCHOOL GOVERNANCE &  
OPERATIONS DIVISION

FROM : WILFREDO E. CABRAL  
Undersecretary *WEC*  
Human Resource and Organizational Development

SUBJECT : FY 2025 ORGANIZATIONAL AND PROFESSIONAL  
DEVELOPMENT FOR NON-TEACHING PERSONNEL (OPDNTP)  
PROGRAM SUPPORT FUND ALLOCATION, UTILIZATION AND  
MONITORING GUIDELINES

DATE : August 12, 2025

In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030 and DepEd's Five Point 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 the capabilities of its people to contribute to the achievement of a modern, efficient, nimble, and resilient governance and management processes.

With this, a total amount of **Php 56,918,000.00** representing FY 2025 (Republic Act No. 12116) Organizational and Professional Development for Non- Teaching Personnel (OPDNTP) Current Fund, shall be allocated and downloaded to various Regional and Schools Division Offices which shall serve as Program Support Fund (PSF) for Non-Teaching Personnel's Professional Development in the Region, Schools Division Offices, and Schools. The **PSF shall be utilized for the L&D interventions of non-teaching**



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**personnel based on the Approved Office Learning and Development Plan**, as a result of their respective regional needs, analysis, and/or emerging directives.

The funds shall be downloaded to the regions except for Negros Island Region (NIR) following the detailed guidelines on the allocation (see Annex A), utilization and report monitoring (see Annex B). Pending the fully operational Finance unit and processes of Negros Island Region (NIR), Region VI and VII shall facilitate the downloading of this year PSF for all the schools division offices of NIR except SDO Dumaguete. SDO Dumaguete shall receive directly the downloaded funds in behalf of NIR Regional Office personnel and its SDO. Upon receipt of the SARO respective concerned offices are hereby instructed to **immediately process the downloading of the PSF to concerned SDO and schools**. Approved Regional and SDO Office Learning Plan can be downloaded through this link [https://bit.ly/2025\\_OPDNTF\\_PSF](https://bit.ly/2025_OPDNTF_PSF).

Regional Offices are encouraged to maximize the use of the ODPNTF- PSF allocations through the continuous adoption of online or blended learning interventions in their learning interventions delivery as specified in the approved Office Learning Plan due to limited budget allocation. In addition, non-teaching licensed professionals\* may still avail funding for their Continuing Professional Development (CPD) and Mandatory Continuing Legal Education (MCLE), provided they occupy a position which requires practice of their licensed profession, and that the proposed intervention is needed as reflected on their Individual Development Plans and/or Office Learning Plan found in respective IPCRF and/or OPCRf.

To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2025 ODPNTF PSF **must be submitted every quarter by the RO HRD Focal Person** through the same link above.

All inquiries or clarifications on this memo can be course through the email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) copy furnished [siljohn.salazar@deped.gov.ph](mailto:siljohn.salazar@deped.gov.ph).

For your information and appropriate action.

Copy furnished:  
**Office of the Secretary**  
[osec@deped.gov.ph](mailto:osec@deped.gov.ph)

[HRDD/ Salazar]

\* Non-Teaching Licensed Professionals - This refers to those personnel in the Department of Education who are registered and licensed to practice regulated professions in the Philippines and who hold a valid Certificate of Registration and Professional Identification Card (PRC) from the Professional Regulation Commission (PRC) or in the case of lawyers, those who are duly registered and active member of the Integrated Bar of The Philippines (IBP). The regulated professions include but not limited to the following: Accountancy, Architecture, Engineering, Medicine, Nursing, Nutrition and Dietetics [1]

[1] <https://www.prc.gov.ph/professional-regulator-boards>

[2] Per Republic Act 1050



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## Annex A

### FY 2025 OPDNTF PROGRAMS SUPPORT FUND

#### Regional Breakdown of Allocation

| REGION                                 | NO. OF OFFICES | PHYSICAL TARGETS | ALLOCATION           |
|----------------------------------------|----------------|------------------|----------------------|
| National Capital Region (NCR)          | 17             | 1,095            | 3,668,000.00         |
| Cordillera Administrative Region (CAR) | 9              | 2,702            | 2,265,000.00         |
| Region I – Ilocos                      | 15             | 1,539            | 4,146,000.00         |
| Region II - Cagayan Valley             | 10             | 1,138            | 2,792,000.00         |
| Region III - Central Luzon             | 22             | 1,655            | 5,920,000.00         |
| Region IVA – CALABARZON                | 24             | 2,632            | 5,836,000.00         |
| Region IVB – MIMAROPA                  | 8              | 1,488            | 2,151,000.00         |
| Region V – Bicol                       | 14             | 2,510            | 4,560,000.00         |
| Region VI - Western Visayas            | *22            | 2,639            | 4,981,000.00         |
| Negros Island Region (NIR)             | ***2           | 114              | 724,000.00           |
| Region VII - Central Visayas           | **20           | 859              | 3,817,000.00         |
| Region VIII - Eastern Visayas          | 14             | 979              | 3,601,000.00         |
| Region IX - Zamboanga Peninsula        | ****10         | 512              | 2,043,000.00         |
| Region X - Northern Mindanao           | 15             | 1,746            | 2,576,000.00         |
| Region XI – Davao                      | 12             | 690              | 2,517,000.00         |
| Region XII – SOCCSKSARGEN              | 9              | 2,057            | 2,583,000.00         |
| Region XIII – CARAGA                   | 13             | 1,406            | 2,738,000.00         |
| <b>TOTAL</b>                           | <b>236</b>     | <b>25,761</b>    | <b>56,918,000.00</b> |

\* Includes 13 SDOs assigned within NIR

\*\*Includes 6 SDOs assigned within NIR

\*\*\*PSF Allocation of NIR and SDO Dumaguete shall be downloaded and facilitated by SDO Dumaguete

\*\*\*\* Inclusion of SDO Sulu in RO IX through Executive Order no. 91 s. 2025



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## **Annex B**

### **2025 OPDNTP Utilization and Monitoring Guidelines**

#### **I. General Scope and Exclusions**

The 2025 Organizational and Professional Development for Non- Teaching Personnel - Program Support Fund (OPDNTP- PSF) shall serve as fund source for all learning and development programs, projects, and activities of non-teaching personnel from all governance levels of DepEd. Learning and Development (L&D) interventions are activities or set of activities undertaken by the Department to address a competency gap affecting an individual or organizational performance. These are part of the Office Learning and Development plan but may also be undertaken to immediately address an emerging need for individuals and group competencies (knowledge, skills, attitude) classified into core, functional, and leadership.

The following shall not be covered on the utilization of PSF fund:

- a. L&D Programs or Interventions for Teaching Personnel (e.g. Teachers availing L&D Programs) and Related-Teaching Personnel (e.g. Chief and Education Program Supervisors, Senior Education Specialist, Education Program Specialist availing CPD Trainings for Teachers);
- b. Programs involving learner students from the schools; and
- c. Personnel expenses in relation to long-term scholarship availment, whether partial or full-funded grants.

#### **II. Eligible Expenses**

All approved L&D activities found in Office Learning and Development Plan (OLDP) of ROs and SDOs shall be charged against the OPDNTP- PSF with the following allowable expenses:

- a. Board and Lodging
- b. Meals
- c. Training Supplies
- d. Contingency Fund
- e. Honorarium for Resource Person/s
- f. Registration Fee for External L&D Intervention of Permanent Employees
- g. Travel Expenses

Activities to be charged against the OPDNTP- PSF shall be conducted in accordance with the latest budgeting, accounting, auditing, and procurement laws, rules, and regulations.

### III. Accomplishment Reporting and Fund Monitoring and Evaluation

To ensure effective reporting, monitoring, and evaluation of L&D activities, the following procedures shall be strictly observed:

- a. SDO through their HRDD Focal shall generate the Activity Completion report (Annex C) for every approved activity conducted and charged against the OPDNTF-PSF. The RO-HRDD shall establish regional guidelines and mechanism of reporting to ensure timely submission of accomplishment and fund utilization report.
- b. The RO- HRDD of Regions VI, VII, and NIR shall establish interim guidelines and mechanism of reporting their PSF Obligation and Utilization, given their unique acquisition of the 2025 OPDNTF-PSF.
- c. RO shall prepare a separate Activity Completion report for all the regional office activities conducted.
- d. Regional Office Summary Completion Report (Annex D) shall be prepared by the RO-HRDD containing all the conducted trainings, programs, and activities (RO and SDO) for submission to BHROD HRDD on or before the last working day of the quarter following the fiscal calendar of each year (e.g., Quarter 2 Summary Completion Report for 2025 covering July-September must be submitted on September 30, 2025).
- e. The template for the periodic reporting on fund utilization template may be accessed through this link: [https://bit.ly/2025OPDNTF\\_PSF](https://bit.ly/2025OPDNTF_PSF).

### IV. Effectivity of the Guidelines and Continuing OPDNTF PSF Fund Availability

This guideline shall take effect immediately for the downloaded OPDNTF Fiscal Year 2025. Any excess or unutilized balance from the conduct of activities charged against the FY 2025 OPDNTF PSF may be utilized for other programs/activities/projects (P/A/Ps) that related to the implementation of OPDNTF, subject to existing budgeting, accounting, auditing, and procurement laws, rules and regulations.





## Annex C

### Regional Office and School Division Office Activity Completion Report

|                                               |                                                                                                                                                                                                                  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Activity</b>                      | The complete title of the activity. Specify the batch number if done in cluster.                                                                                                                                 |
| <b>Venue and Date</b>                         | Venue and Date of coverage of the activity. If done in hybrid or online modality, please specify the Application Platform used with the link.                                                                    |
| <b>Organizer/<br/>Facilitator</b>             | Program Management Team composition with their respective Terms of Reference.                                                                                                                                    |
| <b>Attendance</b>                             | Number with short description of the target participants.                                                                                                                                                        |
| <b>Program Description<br/>and Objectives</b> | Brief description of the training/ seminar/ conference/ workshop, including specific learning objectives.                                                                                                        |
| <b>Narrative Report</b>                       | Details of the contents of the program, including an outline of the activities done and the topics discussed.                                                                                                    |
| <b>Photos</b>                                 | Links for photos, videos, and recordings as a means of verification of the activity.                                                                                                                             |
| <b>Output</b>                                 | Discussion of important knowledge, skills, attitude, or insights learned or gained by the participants that would be useful in the performance of the mandates and functions of the target participants' office. |

Prepared by:

Recommending Approval:

Approved by:

(Name and Position Title  
of Activity Proponent)

Date:

(Name and Position Title  
of the Chief HRDD)

Date:

(Name and Title  
of PDC Chair)

Date:



## Annex D

### Regional Office Summary Completion Report

| <b>Title of Program/Activity</b>              | <b>Learning Objectives</b><br><i>(Specify the Learning Gaps that needs to be addressed)</i> | <b>Date of Conduct</b><br><i>(Include the day zero of the program)</i> | <b>No. of Attendees</b><br><i>(Properly account Male or Female)</i> | <b>Profile of Participants</b><br><i>(Detailed Position of the Participants)</i> | <b>Learning Modality</b><br><i>(Face-to-Face, Online, Blended)</i> | <b>Amount Utilized</b><br><i>(Indicate whether 20 or 2025 PSF. Reflect the approved budget allocation vs the amount utilized)</i> | <b>Remarks</b><br><i>(Completed/ Deferred/ Cancelled and the reason for such remarks)</i> |
|-----------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>RO Proper</b>                              |                                                                                             |                                                                        |                                                                     |                                                                                  |                                                                    |                                                                                                                                   |                                                                                           |
| <b>Schools Division Offices</b>               |                                                                                             |                                                                        |                                                                     |                                                                                  |                                                                    |                                                                                                                                   |                                                                                           |
| <b>SDO 1</b>                                  |                                                                                             |                                                                        |                                                                     |                                                                                  |                                                                    |                                                                                                                                   |                                                                                           |
| <b>SDO 2</b>                                  |                                                                                             |                                                                        |                                                                     |                                                                                  |                                                                    |                                                                                                                                   |                                                                                           |
| Prepared by:                                  |                                                                                             | Recommending Approval:                                                 |                                                                     |                                                                                  | Approved by:                                                       |                                                                                                                                   |                                                                                           |
| (Name and Position Title of OPDNTF PSF Focal) |                                                                                             | (Name and Position Title of the Chief HRDD)                            |                                                                     |                                                                                  | (Name and Position Title of the Regional Director)                 |                                                                                                                                   |                                                                                           |
| Date:                                         |                                                                                             | Date:                                                                  |                                                                     |                                                                                  | Date:                                                              |                                                                                                                                   |                                                                                           |