



Republic of the Philippines  
Department of Education  
REGION V - BICOL



Office of the Regional Director

06 March 2024

REGIONAL MEMORANDUM  
HRDD-2024- 011

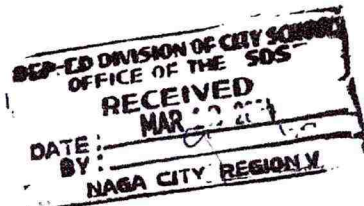
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MAR 13 2024

To : Schools Division Superintendents  
(Albay, Camarines Norte, Camarines Sur, Sorsogon, Naga City,  
Ligao City, Legazpi City, Tabaco City, and Masbate City)  
All Concerned

**FY 2023 REGIONAL LEARNING AND DEVELOPMENT PLAN FOR  
NON-TEACHING PERSONNEL**

1. The Bureau of Human Resource and Organizational Development (BHROD) has reviewed and approved the submitted Regional L&D Plan for Non-Teaching Personnel with approved interventions to be charged against Organizational and Professional Development for Non-Teaching Personnel- Program Support Fund (OPDNTP-PSF).
2. In connection with this, SDOs are invited to pay attention to the attached remarks and recommendations for each proposed learning intervention. The approved Learning and Development Plan shall be conducted using the 2023 downloaded OPDNTP Fund.
3. Attached is the approved Learning and Development Plan for reference.
4. For information, dissemination, and compliance.



GILBERT T. SADSAD  
Regional Director

HRDD/mde  
03/06/2024



Regional Center Site, Rawis, Legazpi City 4500

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Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 20, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public School Heads  
All Others Concerned

For information, guidance and compliance.

By the Authority of the Schools Division Superintendent:

ANNA LIZA F. ABULOC  
Chief Education Supervisor- CID  
Officer-In-Charge

DM 31, s. 2019 Rider Rev. 01



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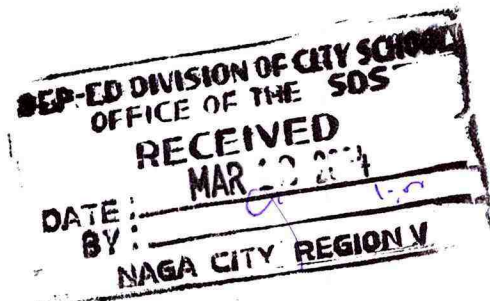
REGIONAL MEMORANDUM  
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*(Handwritten initials)*  
MAR 13 2024

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GILBERT T. SADSAD  
Regional Director

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20 MAR 2024

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03/06/2024



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Job Group	Proposed Learning Intervention	Remarks and Recommendations <i>Approved/ Accepted/ Commented for minor modification/ Disapproved/ not proposed/ Incomplete</i>
<b>REGIONAL OFFICE PROPER</b>		
Administrative Officers 1-V Chief Administrative Officer Statistician, PDO II and IV Special Investigator Dormitory Manager Planning Officer Librarian Accountant I Medical Officer	<i>Expanding Horizons:            Unleashing Creativity,            Excelling in Client Relations,            and Ethical Conduct for            Public Officials</i>  Formal Training  P 230,000.00	[Approved] <ul style="list-style-type: none"> <li>The title of the Program has been specified.</li> </ul>
<b>SDO ALBAY</b>		
Administrative Assistants I, II, III, VI Administrative Aide VI Administrative Officer II	Microsoft Office Application  P 110,000.00	[Approved] <ul style="list-style-type: none"> <li>Learning Objectives are aligned with the competency gap for the identified participants</li> <li>Specified the use of combination of L&amp;D Intervention (JEL, RDL, RL)</li> <li>Reallocated the budget for this L&amp;D program from the two previously disapproved proposals.</li> </ul>
<b>SDO CAMARINES NORTE</b>		
Senior Bookkeepers, Accountant, Budget Officer	Training on Financial and Budgetary Reports Preparation and Updates on the latest	[Approved] <ul style="list-style-type: none"> <li>Learning Objectives are aligned with the competency gap for the identified participants</li> </ul>

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	Accounting Rules and Regulations P 85,000.00	<ul style="list-style-type: none"> <li>Suggests accrediting this program with the PRC- CPDAS to enable licensed professionals to gain CPD units.</li> </ul>
Administrative Assistant, Administrative Aide	<p>Training on Records and Time Management cum Personality Development for SDO Administrative Officer</p> <p>Seminar-Workshop in ICT Reskilling &amp; Upskilling thru Office Applications (Word Processing, Spreadsheet, Database Management and Email)</p> <p>P 91,500.00</p>	<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>In writing the learning objectives, follow SMART method (i.e., Specific, Measurable, Achievable, Relevant, and Time-Framed). For this, be advised to separate the training for core skills (records and time management, personality development) and the ICT Skills (Microsoft Office Application)</li> <li>Advise to check with the Regional ICTS for the roll out of NTOT for Microsoft Office Applications</li> </ul>
<b>SDO CAMARINES SUR</b>		
Administrative Assistant Administrative Aide, Senior Bookkeepers	<p>Learning and Development Program for Non-Teaching Personnel: Upskilling of Communication and ICT Skills</p> <p>Formal Learning P 246,220.00</p>	<p>[Approved]</p> <ul style="list-style-type: none"> <li>Advise to check with the Regional ICTS for the roll out of NTOT for Microsoft Office Applications</li> </ul>

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SIDO SORSOGON

Administrative Support (ADA, ADAS), Bookkeepers

Training on Frontline Service and Records Management for Non-Teaching Personnel of SDO- Sorsogon

[Approved- for modification]

- In writing the learning objectives, follow the SMART method (i.e., Specific, Measurable, Achievable, Relevant, and Time-Framed)

P 175,000.00

- Check and confirm if the bookkeeper position has a similar competency requirement for records management as the former uses Public Finance Management Competency while the latter utilizes the usual records management for Administrative Support.
- Suggest revising *Frontline Service* with Service Orientation as an appropriate competency for this program

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Training on the Government Procurement Reform Act (RA 9184) and its IRR for NGA, GOCC, Government Financial Institutions and SLC

Engineer III

Face-to-Face Technical Assistance

P 268,000.00

Effective Communication Skills in the Workplace

Project Development Officer (SGOD, CID)  
Health and Nutrition Unit  
Administrative Group  
Admin Officer II, IV, V  
Admin Assistant I-II  
Admin Aide I, IV, VI

SDO NAGA CITY

Chief Education Supervisors

Core Behavioral Competencies Training on the Six Basic Behavioral Competencies of Leaders

[Approved-for modification]  
• In writing the learning objectives, follow the SMART method (i.e. Specific, Measurable, Achievable, Relevant, and Time-Framed). Level of proficiency should be specified for this activity (Beginner, Intermediate, Advance, Superior/Expert).

[Approved]

[Approved]  
• Suggest availing free course offerings from Civil Service Institute to address competency gap on Leadership Competencies.  
• Ensure that an appropriate learning intervention will be declared (e.g. Formal training, Coaching and Mentoring) to identify the budgetary requirements

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<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>• Suggest availing free or paid course offerings from National Archives of the Philippines to address competency gap on records management, retention, and disposition.</li> <li>• Ensure that an appropriate learning intervention will be declared (e.g., Formal training, Coaching and Mentoring) to identify the budgetary requirements</li> </ul>	<p>Functional Competencies: Training Workshop on Records Management and Frontline Services- with Monthly Coaching and Mentoring and Values Formation Component</p> <p>P 92,785.00</p>	<p>Administrative Aide I-IV, VI Dentist I-II Engineer III IT Librarian II Nurse I-II PDO I-II Planning Officer Registrar I</p>
<p>[Approved]</p> <ul style="list-style-type: none"> <li>• Suggest availing free course offerings from Civil Service Institute to address competency gap on Leadership Competencies.</li> <li>• Ensure that an appropriate learning intervention will be declared (e.g., Formal training, Coaching and Mentoring)</li> <li>• Check if the auxiliary personnel are eligible to attend this training (Security Guard)</li> </ul>	<p>Training Workshop on the preparation of Salary Administration and Personnel Records Management Policy with Monthly Coaching and Mentoring</p>	<p>Administrative Officer I-II, IV-V Disbursing Officer II Security Guard Senior Bookkeeper</p>
<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>• In trainings that address professionalism and Service Orientation, please consider on checking the work roles/task of participants and ensure that the training will be able to address the operational gap</li> </ul>	<p>Functional Competencies: Training Workshop on Effective Handling and Management of Complaints with monitoring and monthly evaluation</p> <p>P 11,000.00</p>	<p>Medical Officer III Accountant Attorney III</p>
<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>• Avoid using titles and acronyms for (L&amp;I) intervention. In addition, titles should be</li> </ul>	<p>Proposed Title: <i>A way to a man's heart is thru an Efficient Public Service Delivery</i></p>	<p>Administrative Assistant, SDO TBAGZPI CITY</p>

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	Administrative Aide I, III, IV Watchman I Security Guard I Disbursing Officer II	Training Workshop on the 5S Principles of Housekeeping for a Well-Organized Workplace	[Approved]	P 60,000.00	
	Project Development Officer Medical Officer III Dentist II Nurse II Guidance Counselor	Division Psychological First Aid (PPA) Training for Psychosocial Advocates	[Approved]	P 34,800.00	<ul style="list-style-type: none"> <li>• Consider including all the DRRMS committee/ personnel for this training</li> </ul>
	Attorney III Accountant III and I Engineer III Medical Officer III Librarian III, II, and I	Specialized Skills Development for Unique Roles in the Department of Education	[Approved]		<ul style="list-style-type: none"> <li>• Ensure that there is corresponding budget allocation for the conduct of this program</li> <li>• Prefer to include programs that provide CPD units for licensed Professionals (e.g., Medical Officers, Librarians) and MCLB for Lawyers</li> </ul>
SDO MASARATE CITY	Information Technology Officer I EPS Nurses III Administrative Officer II Administrative Assistant III Administrative Assistant VI	How's my Written Communication Skills? Formal Training on Written Communication	[Approved]		<ul style="list-style-type: none"> <li>• Target job groups were identified</li> <li>• Specified purpose of the L&amp;D intervention</li> <li>• No. of days were indicated for this training</li> </ul>
	Accountant III, Administrative Officer I Administrative Officer V Project Development Officer I	Dare to go, Research and Innovation to break the Status Quo	[Approved-for modification]		<ul style="list-style-type: none"> <li>• Target job groups were identified</li> <li>• Specified purpose of the L&amp;D intervention</li> </ul>

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<p>Inclusive for all genders in accordance with the Equal Opportunity Principle. Instead, mention the learning objectives or competency that needs to be addressed for the program including the proficiency level.</p> <ul style="list-style-type: none"> <li>In trainings that address professionalism and Service Orientation, please consider on checking the work roles/task of participants and ensure that the training will be able to address the operational gap</li> </ul>	SDO TABACO CITY		
<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>In writing the learning objectives, follow the SMART method (i.e., Specific, Measurable, Achievable, Relevant, and Time-Framed). Level of proficiency should be specified for this activity (Beginner, Intermediate, Advance, Superior/Expert).</li> </ul>	<p>P 60,000.00</p> <p>Digital Literacy Training for Enhanced Work Efficiency</p>	<p>P 60,000.00</p>	<p>Administrative Officers Administrative Aide IV, V, VI Administrative Assistant I, II, III Project Development Officer II Information Technology Officer I</p>
<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>Identify the level of proficiency that should be specified for this activity (Beginner, Intermediate, Advance, Superior/Expert).</li> </ul>	<p>Optimizing Administrative Operations: A Training-Workshop on Strengthening Benefits Processing, Recruitment, Selection, Placement, and Records Management</p>	<p>P 55,000.00</p>	<p>Administrative Officer II, IV, V Administrative Aide IV, VI Administrative Assistant II, III</p>
<p>[Approved- for modification]</p> <ul style="list-style-type: none"> <li>Identify the level of proficiency that should be specified for this activity (Beginner, Intermediate, Advance, Superior/Expert).</li> </ul>	<p>Digital Literacy Training for Effective Financial Transaction Management</p>	<p>P 68,985.00</p>	<p>Administrative Officer I, II, IV, V, Administrative Assistant II, III Senior Bookkeeper Disbursing Officer II Administrative Aide IV, VI</p>

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• No. of days were indicated for this training

• Learning Objectives should follow the SMART Approach. It should specify the means to address the competency gap for research and innovation and should identify the level of proficiency for these competencies.

Formal Training  
P 45,500.00

Administrative Officer II  
Administrative Assistant VI  
Administrative Assistant III  
Administrative Assistant II

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