Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 18 2026

REGIONAL MEMORANDUM
No. 1349, s. 2026

INSTITUTIONALIZATION OF THE MULTI-YEAR UTILIZATION AND MONITORING GUIDELINES FOR THE ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL – PROGRAM SUPPORT FUND (OPDNTP-PSF)

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is DM-OUHRODI-2026-4168 dated November 5, 2026 from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI) regarding the **Institutionalization of the Multi-Year Utilization and Monitoring Guidelines for the Organizational and Professional Development for Non-Teaching Personnel – Program Support Fund (OPDNTP-PSF) which is self-explanatory**.

2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference:
To be indicated in the Perpetual Index
under the following subjects:
FUNDS EMPLOYEES PROGRAMS PROJECTS MONITORING AND EVALUATION

228/Nov. 18, 2026/BBOG/HRDD/Institutionalization of the Multi-Year Utilization of OPDNTP-PSF

Address: Batinguel, Dumaguete City, 6200
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Email Address: nir@deped.gov.ph
Website: depednir.net

Annex B

[LETTERHEAD OF IMPLEMENTING OFFICE]

Regional Office and School Division Office Activity Completion Report (ACR)
OPDNTP-PSF for FY 20___

I. ACTIVITY INFORMATION

A. Title of Activity:
B. Venue/Date/Modality/Platform:
C. Organizing Office/Facilitator/Program Management Team/Resource Person
D. Profile of Target Participants
E. Program Description and Objectives
F. Program Outline

Date/Time	Session/Topic	Resource Person/Facilitator

II. PHYSICAL ACCOMPLISHMENTS

Output Indicator (per approved WFP):
No of Administrative Officer II trained on ...

Gender	Target	Actual Accomplishment	Percentage
Male			
Female			
Total			

III. FINANCIAL ACCOMPLISHMENTS

Approved Allocation/Budget: _____

a. Total Obligations: _____
b. Total Disbursements: _____
c. **Utilization Rate** ***(b / a = c):*** _____
d. Unobligated Balance: _____
e. Undisbursed Obligation: _____
f. **Remaining Balance** ***(d + e = f):*** _____

Details of Expenses:

Expense Item	Estimated Budget	Actual Expenditure	Balance	% Utilized
Board and Lodging				
Supplies				
Travel Expenses				
Insert additional rows, as necessary, to reflect all expense items charged to the activity.				
TOTAL				

IV. IMPLEMENTATION HIGHLIGHTS

A. Activity Outputs, Key Accomplishments and Best Practices
B. Challenges or difficulties encountered (Before, During, and After Implementation)
C. Actions taken or proposal to address identified issues
D. Photo Documentation

Annex A

FY 2026 OPDNTP PROGRAMS SUPPORT FUND

For FY 2026, an amount of **Fifty-Seven Million Two Hundred Seventy-One Thousand Pesos (Php 57,271,000.00)** shall be allocated and downloaded to the Regional Offices (ROs) as the Program Support Fund (PSF) for the professional development of non-teaching personnel in the regions, divisions, and schools. The distribution of the FY 2026 allocation among the Regional Offices, including the corresponding physical targets, is presented below:

Regional Breakdown of Allocation

REGION	NO. OF OFFICES	PHYSICAL TARGETS	ALLOCATION
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Region XIII – CARAGA	13	1197	2,737,600.00
Total	**238**	**20,536**	**57,271,000.00**

DEPARTMENT OF EDUCATION
RELEASED
CO - OUHROD
Nov 06, 2026
HRDD-OTHER-2026-490
By: H Dacquel 03:33 pm

HRDD-OTHER-2026-490

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-4168

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HUMAN RESOURCE DEVELOMENT DIVISION (HRDD) & SCHOOL GOVERNANCE & OPERATIONS DIVISION (SGOD)

FROM : E-signed by Wilfredo Cabral 11/6/2026, 3:10:01 PM
WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development and Infrastructure

SUBJECT : **INSTITUTIONALIZATION OF THE MULTI-YEAR UTILIZATION AND MONITORING GUIDELINES FOR THE ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL - PROGRAM SUPPORT FUND (OPDNTP-PSF)**

DATE : 05 November 2026

I. INTRODUCTION

The Department of Education recognizes that a competent and high-performing non-teaching workforce is essential to the efficient delivery of support services and the achievement of organizational goals. In response to evolving institutional priorities and operational demands, the Department continuously strengthens the competencies and capabilities of its personnel to improve organizational effectiveness and service delivery.

Consistent with the Quality Basic Education Development Plan (QBEDP) 2025–2035, the Department's Five-Point Agenda, and the Civil Service Commission's competency-based Human Resource Management framework, Learning and Development Interventions (LDIs) serve as a strategic mechanism for addressing competency gaps, strengthening workforce capabilities, and enhancing organizational performance.

Pursuant to Section 63 of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), government agencies are mandated to maintain a continuing Human Resource Development Program and provide employees with opportunities for learning and development.

Accordingly, the Organizational and Professional Development for Non-Teaching Personnel Program Support Fund (OPDNTP-PSF) serves as a funding mechanism to support priority LDIs that are responsive to identified competency gaps, organizational priorities, and workforce development needs of **Non-Teaching Personnel (NTP) in the Regional Offices (ROs), Schools Division Offices (SDOs), and DepEd schools.**

Specifically, the Fund aims to:

a. Strengthen the leadership, core, functional, and specialized competencies of non-teaching personnel;

b. Enhance workforce readiness and adaptability to evolving organizational needs and emerging challenges;

c. Improve employee productivity, performance, and quality of support services through the application of acquired competencies;

d. Promote equitable access to relevant and competency-based learning and development opportunities across DepEd field offices; and

e. Strengthen organizational capabilities, knowledge-sharing practices, and work processes to improve delivery of education support services.

The implementation and utilization of the OPDNTP-PSF shall be guided by the principles of competency-based learning and development, equitable and needs-based resource allocation, fiscal responsibility, accountability and transparency, results orientation, and sustainability. These principles shall ensure that funded interventions are responsive to identified competency and organizational needs, resources are utilized efficiently and equitably, and learning outcomes contribute to sustained improvements in individual and organizational performance.

Prior to the issuance of a Multi-Year Guidelines, the fund was administered through annual guidelines issued upon the approval of the General Appropriations Act (GAA). To institutionalize policy continuity, ensure consistency in fund administration, strengthen accountability and to facilitate the timely and efficient implementation of LDIs, the Department, through the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD), hereby issues **the Multi-Year Utilization and Monitoring Guidelines for the Organizational and Professional Development for Non-Teaching Personnel Program Support Fund (OPDNTP-PSF)**.

These Guidelines shall establish a uniform multi-year framework governing the planning, allocation, downloading, utilization, monitoring, and reporting of the OPDNTP-PSF, beginning Fiscal Year (FY) 2026 and shall remain applicable in the succeeding years, unless otherwise amended, repealed, or superseded.

II. SCOPE

These Guidelines shall apply to all ROs, SDOs, and DepEd schools receiving and utilizing OPDNTP-PSF allocations for the implementation of approved LDIs for NTPs.

The LDIs covered shall be anchored on the approved Office Learning and Development Plans (OLDPs) and aligned with identified competency gaps, workforce development needs, and organizational priorities, subject to the applicable funding, implementation, monitoring, and reporting requirements.

The primary beneficiaries are NTPs personnel occupying plantilla positions, in ROs, SDOs, and DepEd schools. In accordance with **COA-DBM Joint Circular No. 2, s. 2020**, personnel engaged under Contract of Service (COS), job order, and other non-permanent arrangements do not have an employer-employee relationship with the hiring agency and are not covered by Civil Service laws, rules, and regulations. Consequently, such personnel may participate only in LDIs expressly authorized under applicable laws, rules, and DepEd issuances. Such participation shall not, by itself, confer an employer–employee relationship or entitlement to benefits reserved for government employees.

Notwithstanding the foregoing, and in accordance with DepEd Order No. 32, s. 2011, COS and other non-permanent personnel may participate in job-embedded learning, workplace learning, and in-house capability-building activities that do not require registration or participation fees chargeable to the OPDNTP-PSF.

The implementation of approved LDIs charged against the OPDNTP-PSF shall commence upon receipt of the corresponding Sub-Allotment Release Order (Sub-ARO) and the availability of downloaded funds, subject to the annual GAA, and applicable budgeting, accounting, auditing, procurement, and other relevant laws, rules, regulations, and government issuances.

III. OPERATIONAL AND FUND UTILIZATION PROCEDURES

A. Fund Source

Funding for the OPDNTP-PSF shall be sourced from appropriations authorized under the applicable GAA, subject to existing budgeting, accounting, auditing, procurement, and other relevant laws, rules, and regulations.

B. Basis for Allocation

The basis for determining the allocations and funding ceiling for each Region shall be guided by the following parameters:

1. Approved Office Learning and Development Plans (OLDPs);
2. Identified competency gaps and development priorities;
3. Organizational priorities and operational requirements;
4. Number of target beneficiaries per Region; and
5. Availability and amount of appropriations.

The corresponding regional allocations and implementation targets, as well as the requirements and procedures for the preparation, submission, review, and approval of the OLDP, shall be prescribed through separate issuances by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI), through the BHROD-HRDD.

For the initial implementation, the **FY 2026 regional allocations are** provided in **Annex A.**

Where available appropriations are insufficient to support all proposed LDIs in the approved OLDPs, offices shall prioritize interventions based on the following order of consideration:

1. Interventions that address critical competency gaps identified through Individual Development Plans (IDPs);
2. Interventions supporting priority programs, projects, and activities aligned with the Regional or Schools Division priorities;
3. Interventions benefiting the greatest number of eligible non-teaching personnel;

Where two or more proposals demonstrate comparable priority, preference may be given to interventions that demonstrate readiness for implementation within the applicable validity period of the Fund and promote wider beneficiary reach.

For LDIs under the following cases, appropriate justification, review and endorsement by the Regional Human Resource Development Division (Regional HRDD), verification by the Regional Finance Office, approval by the Regional Director, and documentation in accordance with prescribed procedures shall be required:

a. LDIs intended to address emerging, urgent, or priority organizational requirements;

b. Implementation of approved LDIs beyond the timelines originally reflected in the approved OLDPs, where the validity of the allocation extends to the succeeding fiscal year; and

c. Requests of non-teaching personnel occupying plantilla positions for the following:

   - Registration fees for approved external LDIs
   - Continuing Professional Development (CPD) or Mandatory Continuing Legal Education (MCLE) interventions, provided that they occupy positions requiring the practice of their licensed profession and the proposed intervention is reflected as necessary in their Individual Development Plan and/or the OLDP.

Such cases shall be subject to availability of funds and compliance with applicable budgeting, accounting, auditing, procurement, and other relevant laws, rules, regulations, and government issuances.

C. Downloading and Implementation

The BHROD-HRDD shall coordinate the central management and monitoring of the OPDNTP-PSF. Approved regional allocations shall be released to the concerned RO through the appropriate budgetary mechanisms and in coordination with authorized budget and finance offices.

Upon receipt of the Sub-ARO, the ROs shall facilitate the release or downloading of funds to the concerned SDOs, where applicable, subject to fund availability, approved OLDPs, and applicable budgeting, accounting, and auditing rules and regulations.

Upon receipt of the corresponding downloaded funds, recipient offices shall prepare the corresponding Work and Financial Plans (WFPs) and encode the necessary program, financial, and implementation information in the Program Management Information System (PMIS), in accordance with **DepEd Order No. 011, s. 2021**, to support the integrated planning, implementation, monitoring, and evaluation of Fund-supported LDIs.

To guide the implementation of the OPDNTP-PSF at the regional level, the RO, through the RO-HRDD, shall issue Regional Guidelines identifying LDIs authorized for implementation, taking into consideration the approved Regional Learning and Development Plan (RLDP) and the funds allocated to the Region under the OPDNTP-PSF. Only LDIs identified in the Regional Guidelines shall be implemented using the allocated funds.

The approved RO and SDO OLDPs can be accessed through this link: https://tinyurl.com/OPDNTP-RLDP.

Throughout the implementation period, the RO-HRDD shall monitor the implementation of the authorized LDIs to ensure their alignment with the approved RLDP and the applicable Regional Guidelines.

Recipient offices shall utilize Fund allocations solely for approved LDIs and allowable expenditures prescribed in these Guidelines. All expenditures shall be supported by complete and valid documentary requirements and shall comply with applicable budgeting, accounting, auditing, procurement, and other relevant laws, rules, regulations, and government issuances.

Recipient offices shall likewise maintain complete and accurate financial and administrative records covering fund downloading, obligation, disbursement, utilization, liquidation, monitoring, and reporting. Such records shall be made available for monitoring, evaluation, validation, and audit purposes, as may be required by BHROD-HRDD and other authorized offices.

All downloaded Fund allocations shall be obligated, disbursed, utilized, and liquidated within the validity period prescribed under the applicable GAA, National Budget Circulars, and other relevant government issuances.

D. Allowable Expenses

Subject to Item E of these Guidelines and to existing budgeting, accounting, auditing, and procurement rules and regulations, the OPDNTP- PSF may be used for the following allowable expenses::

a. Board and lodging;
b. Meals;
c. Training supplies and materials;
d. Contingency fund;
e. Honoraria for resource persons, lecturers, facilitators, and subject matter experts, in accordance with existing government rules
f. Travel Expenses directly related to participation in approved L&D activities;
g. Other necessary expenses directly related to the conduct of approved L&D interventions, subject to applicable rules and availability of funds.

E. Non-Allowable Uses of the OPDNTP-PSF

The OPDNTP-PSF shall not be utilized for the following:

a. LDIs intended primarily 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, projects, and activities primarily intended for learners;

c. Personnel expenses related to the grant of long-term scholarship programs, whether partially or fully funded, including tuition fees, educational assistance, and other scholarship-related benefits;

d. Expenses classified as irregular, unnecessary, excessive, extravagant, or unconscionable (IUEEU), consistent with COA Circular 2012-003 and other relevant issuances.

e. Capital outlay, infrastructure projects, office equipment, or other expenditures not directly related to the implementation of approved L&D interventions for non-teaching personnel; and

f. Any other expenditure inconsistent with the approved OLDPs, these Guidelines, and applicable government rules.

F. Requests for Additional Funding

Regional Offices may request additional funding when existing allocations are insufficient to support approved OLDPs or address emerging and priority organizational requirements.

Requests for additional funding shall be supported by the following:

1. Updated funding requirements and justification;
2. Accomplishment and financial utilization reports on previously downloaded funds;
3. Status of implementation of funded LDIs; and
4. Other supporting documents that may be required by the appropriate offices.

All requests shall be endorsed by the Regional HRDD and approved by the Regional Director before submission to BHROD-HRDD through email at bhrod.hrdd@deped.gov.ph.

Approval of requests for additional funding shall be subject to the availability of appropriations, compliance with applicable budgeting, accounting, auditing, and procurement rules and regulations, and approval by the appropriate authority.

G. Validity of Fund and Utilization of Excess Balances

All funds herein and downloaded to the ROs and SDOs pursuant to these Guidelines shall be valid in accordance with the applicable GAA and its implementing National Budget Circular.

Any excess amount or resulting balance may be utilized for expenses related to the implementation of the program/activity/project (P/A/P) covered by this issuance, subject to existing fiscal and procurement rules. For this purpose, "related expenses" shall refer to those that contribute to a common particular outcome aligned with the objective of this issuance, specifically involving operational requirements or support services essential to program delivery. These may include the procurement of semi-expendable items, i.e., goods with a unit cost below the capitalization threshold, conduct of workshops and capacity-building activities, travel expenses, and other day-to-day operational needs directly supporting the program implementation, subject to Item E of these Guidelines.

Excess balances arising from completed, deferred, rescheduled, or cancelled LDIs may be utilized for other approved and priority LDIs reflected in the approved OLDP, subject to review and endorsement by the Regional HRDD, verification by the Regional Finance Office, and approval by the Regional Director. Requests for the utilization of excess balances shall be supported by appropriate justification and shall comply with applicable budgeting, accounting, auditing, procurement, and other relevant laws, rules, and regulations.

Any balances that have lapsed or are no longer valid for obligation or utilization shall revert to the National Treasury in accordance with applicable budgeting, accounting, and auditing rules and regulations.

IV. ROLES AND RESPONSIBILITIES

A. Central Office

The BHROD-HRDD shall:

1. Formulate, issue, and update policies, standards, and operational guidelines governing the planning, allocation, utilization, monitoring, and evaluation of the OPDNTP-PSF;
2. Review, validate, consolidate, and endorse the Regional OLDPs and corresponding funding requirements for approval by the appropriate Central Office Personnel Development Committee (PDC), consistent with Office Order No. OO-OSEC-2023-086, Reconstitution of the Personnel Development Committee in the Department of Education, and other relevant issuances;
3. Recommend the annual OPDNTP-PSF allocation and future funding requirements based on validated OLDPs, organizational priorities, and available appropriations;
4. Facilitate issuance of Sub-AROs for the downloading of PSF;
5. Monitor compliance with these Guidelines, including the implementation of approved LDIs, utilization of funds, and submission of required reports;
6. Consolidate and analyze regional accomplishment and financial utilization reports to assess program performance, fund utilization, and organizational learning outcomes;
7. Provide technical assistance, policy clarifications, and capacity-building support to Regional Offices in the implementation of the OPDNTP Program; and
8. Maintain the national monitoring database and utilize implementation results to improve succeeding planning, policy formulation, and resource allocation.

B. Regional Office

B.1 The **Human Resource Development Division (RO-HRDD)**, shall:

1. Prepare, review, consolidate, and secure approval of the Regional OLDP, including the consolidated L&D requirements of the SDOs;
2. Facilitate the timely downloading of fund allocations to the SDOs in accordance with the approved allocation and applicable budgeting and fiscal regulations;
3. Issue supplemental or localized implementation procedures, when necessary, provided these are consistent with these Guidelines;
4. Implement approved LDIs in accordance with the Regional OLDP, subject to availability of funds, and applicable government rules and regulations;
5. Provide technical assistance and implementation support to SDOs in the planning, utilization, monitoring, and reporting of the OPDNTP-PSF;
6. Monitor the implementation of approved LDIs and the utilization of funds by the RO and SDOs to ensure compliance with approved OLDPs and applicable government rules;

7. Review and endorse requests for the funding of emerging or priority LDIs, and eligible CPD or MCLE interventions;
8. Prepare, consolidate and validate the Activity Completion Reports and Regional Office Summary Completion Report;
9. Submit quarterly and annual physical accomplishment and financial utilization reports to BHROD-HRDD within the prescribed timelines;
10. Coordinate with the Regional Quality Assurance Division (QAD) on PMIS reporting requirements and validation of accomplishment data in accordance with the reporting requirements under DepEd Order No. 011, s. 2021; and
11. Maintain complete and verifiable documents supporting fund utilization, accomplishments, and monitoring activities, and PMIS reporting requirements for audit and evaluation purposes.

B.2 The **Regional Finance Office** shall:

1. Verify the availability of funds and the validity of funding sources prior to the downloading, utilization, realignment, or reprogramming of Fund allocations;
2. Facilitate the processing and downloading of Fund allocations to recipient offices upon receipt of the corresponding budget authority;
3. Review requests for fund realignment, modification of allocations, reprogramming of excess balances, and requests for additional funding for compliance with applicable budgeting, accounting, auditing, and other fiscal regulations;
4. Monitor fund obligations, disbursements, utilization, and balances, including continuing appropriations, where applicable;
5. Provide financial utilization data and technical assistance required for monitoring, evaluation, PMIS reporting, Program Implementation Reviews (PIRs), and other management reviews;
6. Ensure the proper accounting classification and recording of Fund expenditures and maintain complete financial records; and
7. Support the preparation of accomplishment, financial utilization, liquidation, and audit-related reports.

C. Schools Division Office

C.1 The **Human Resource Development Section (SDO-HRDS)** shall:

1. Prepare and secure approval of the SDO OLDP, incorporating the competency-based L&D requirements of the Schools Division Office and schools;
2. Implement approved L&D programs, projects, and activities in accordance with the approved OLDP of the SDO and availability of funds, and applicable government rules and regulations;
3. Ensure that all expenditures charged against the Fund are eligible, properly documented, and supported by the required financial and administrative documents;

4. Prepare and maintain an Activity Completion Report for each OPDNTP-PSF-funded intervention;
5. Submit accomplishment, financial utilization, and monitoring reports to the Regional Office within the prescribed reporting timeline;
6. Coordinate with the School Governance and Operations Division–School Management Monitoring and Evaluation (SGOD-SMME) on PMIS reporting requirements and validation of accomplishment data in accordance with the reporting requirements under DepEd Order No. 011, s. 2021; and
7. Maintain complete records and documentary evidence, including attendance records, activity outputs, evaluation results, and financial documents, for monitoring, audit, PMIS reporting and future reference.

C.2 The **Finance Unit** shall:

1. Facilitate the processing, obligation, disbursement, recording, and liquidation of OPDNTP-PSF in accordance with applicable budgeting, accounting, auditing, procurement, and treasury regulations;
2. Coordinate with the implementing offices regarding fund availability, obligation status, and financial requirements of approved L&D interventions;
3. Monitor the fund obligations, disbursements, utilization, and continuing appropriations, where applicable of OPDNTP-PSF;
4. provide financial utilization data for accomplishment reporting, monitoring, evaluation, PMIS reporting, and audit purposes;
5. Ensure the proper accounting classification and recording of Fund expenditures and maintain complete financial records; and
6. Support the preparation of financial reports and provide financial information required for PIRs, monitoring activities, and audits.

V. REPORTING, MONITORING, AND EVALUATION

To ensure transparency, accountability, and effective implementation and utilization of the OPDNTP-PSF, all implementing offices shall comply with the following reporting, monitoring, and evaluation requirements:

A. Activity Completion Report

For proper documentation of the implementation, accomplishments, and fund utilization of each approved LDI funder under the OPDNTP-PSF, the implementing office shall prepare an **Activity Completion Report (ACR)**, using the prescribed template in **Annex B** within two (2) weeks from the completion of the activity.

The ACR shall be submitted to the concerned Human Resource Development office for consolidation and recordkeeping, as follows:

- Schools shall prepare and submit ACRs for school-led activities to the concerned SDO;
- SDOs, through the SDO-HRDS, shall maintain and consolidate ACRs submitted by schools and prepare and retain ACRs for SDO-led activities; and
- ROs, through the RO-HRDD, shall prepare and retain ACRs for RO-led activities and oversee the submission and consolidation of reports within their respective regions.

The concerned HRD offices shall ensure that reported accomplishments are consistent with the approved RLDP and supported by appropriate documentation.

B. Program Management Information System (PMIS)

Consistent with DepEd Order No. 29, s. 2022, or the *Adoption of the Basic Education Monitoring and Evaluation Framework*, the PMIS shall serve as the official platform for monitoring the implementation and utilization of the OPDNTP-PSF.

Accordingly, all implementing offices shall ensure that physical accomplishments and relevant implementation data are encoded in the PMIS on a real-time basis or not later than the fifth (5th) day of the succeeding month.

C. OPDNTP-PSF Monitoring Tracker

To facilitate the centralized monitoring and consolidation of physical and financial accomplishments, the BHROD-HRDD shall maintain the **OPDNTP-PSF Monitoring Tracker** through the designated shared repository, accessible at https://tinyurl.com/OPDNTP-PSF-Tracker.

RO-HRDD and SDO-HRDS shall regularly update the tracker with the status of implementation, physical accomplishments, and fund utilization of their respective approved LDIs. The RO-HRDD shall monitor implementation of these activities to ensure alignment with the approved RLDP.

D. Program Implementation Review (PIR) and Internal Monitoring

The **Program Implementation Review (PIR)** shall serve as the primary mechanism for assessing the implementation and performance of the OPDNTP-PSF. It shall evaluate physical and financial accomplishments against approved targets, identify implementation gaps, operational challenges, and risks, and determine appropriate corrective measures.

For this purpose, the BHROD-HRDD shall conduct quarterly PIRs in accordance with schedules to be issued through a separate advisory. These reviews shall

validate reported physical and financial accomplishments, and fund utilization, assess implementation progress, discuss issues and concerns, and identify appropriate corrective actions and catch-up plans.

To facilitate the quarterly PIRs, the RO-HRDD shall consolidate the physical and financial accomplishments of its respective SDOs and prepare the Regional Quarterly Accomplishment Report using the prescribed template, accessible through the designated submission folder: https://tinyurl.com/OPDNTP-PSF-PIR. Reports shall be submitted within the reporting period prescribed by BHROD-HRDD.

Results of the PIRs and other monitoring and evaluation activities shall inform succeeding learning and development planning, implementation improvements, technical assistance, and resource allocation decisions, including the identification of priority competency development needs and funding requirements for succeeding fiscal years.

E. Summary of Reporting Timeline, Templates and Links

Type of Report/link	Responsible Office	Deadline of Submission
Activity Completion Report *https://tinyurl.com/OPDNTP-PSF-PIR*	Implementing Office	Within two (2) weeks following the completion of the activity
PMIS	Implementing Office	real-time basis or not later than the fifth (5th) day of the succeeding month
Regional Quarterly Accomplishment Report *https://tinyurl.com/OPDNTP-PSF-PIR*	RO HRDD	On or before the 15th day of the first month of the succeeding quarter
OPDNTP-PSF Monitoring Tracker *https://tinyurl.com/OPDNTP-PSF-Tracker*	RO HRDD SDO HRDS	real-time basis or not later than the fifth (5th) day of the succeeding month

Attachments:
Annex A - FY 2026 OPDNTP Program Support Fund Regional Allocation
Annex B - Regional Office and School Division Office Activity Completion Report

VI. REPEALING AND SEPARABILITY CLAUSES

All previous OPDNTP- PSF utilization and monitoring guidelines, memoranda, and related issuance, or portions thereof that are inconsistent with these guidelines are hereby repealed, amended, or modified accordingly.

If any provision of these Guidelines is declared invalid or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

All concerned offices shall comply with these Guidelines in implementing the OPDNTP-PSF beginning FY 2026 and in succeeding fiscal years, subject to applicable appropriations and implementing issuances unless otherwise amended, repealed, or superseded.

For clarifications, please contact the BHROD-HRDD through bhrod.hrdd@deped.gov.ph.

For your information, guidance, and compliance.

Annex A

FY 2026 OPDNTP PROGRAMS SUPPORT FUND

For FY 2026, an amount of **Fifty-Seven Million Two Hundred Seventy-One Thousand Pesos (Php 57,271,000.00)** shall be allocated and downloaded to the Regional Offices (ROs) as the Program Support Fund (PSF) for the professional development of non-teaching personnel in the regions, divisions, and schools. The distribution of the FY 2026 allocation among the Regional Offices, including the corresponding physical targets, is presented below:

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Annex B

[LETTERHEAD OF IMPLEMENTING OFFICE]

Regional Office and School Division Office Activity Completion Report (ACR)

OPDNTP-PSF for FY 20___

I. ACTIVITY INFORMATION

A. Title of Activity:
B. Venue/Date/Modality/Platform:
C. Organizing Office/Facilitator/Program Management Team/Resource Person
D. Profile of Target Participants
E. Program Description and Objectives
F. Program Outline

Date/Time	Session/Topic	Resource Person/Facilitator

II. PHYSICAL ACCOMPLISHMENTS

Output Indicator (per approved WFP):

No of Administrative Officer II trained on ...

Gender	Target	Actual Accomplishment	Percentage
Male			
Female			
Total			

III. FINANCIAL ACCOMPLISHMENTS

Approved Allocation/Budget: _____

a. Total Obligations: _____
b. Total Disbursements: _____
c. **Utilization Rate** (*b / a = c*): _____
d. Unobligated Balance: _____
e. Undisbursed Obligation: _____
f. **Remaining Balance** (*d + e = f*): _____

Details of Expenses:

Expense Item	Estimated Budget	Actual Expenditure	Balance	% Utilized
Board and Lodging				
Supplies				
Travel Expenses				
Insert additional rows, as necessary, to reflect all expense items charged to the activity.				
TOTAL				

IV. IMPLEMENTATION HIGHLIGHTS

A. Activity Outputs, Key Accomplishments and Best Practices
B. Challenges or difficulties encountered (Before, During, and After Implementation)
C. Actions taken or proposal to address identified issues
D. Photo Documentation