



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

NOV 27 2025

**REGIONAL MEMORANDUM**

No. 078, s. 2025

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

To: OIC-Assistant Regional Director  
Schools Division Superintendents in Negros Occidental Cluster  
Regional Functional Division  
All Others Concerned

1. Relative to the letter from Cristito A. Eco, OIC - Regional Director of DepEd Western Visayas, this Office, through the Human Resource and Development Division (HRDD) informs the SDOs in Negros Occidental Cluster regarding the FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization and Monitoring Guidelines.
2. Attention is particularly invited to attached DepEd Memorandum DM-OUHROD-2025-2294 from the Office of the Undersecretary, Human Resource and Organizational Development.
3. For further queries, contact Miss Bebece O. Gentilezo, OIC - Education Program Specialist II, HRDD at 0994-341-8992.
4. 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:

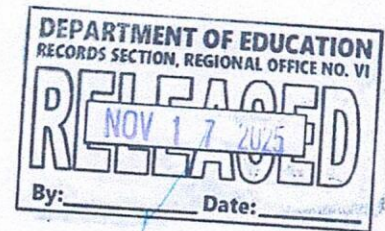
FUNDS                      ALLOCATION                      MONITORING  
154/Nov. 26, 2025/BBOG/HRDD/ FY 2025 OPDNTP PSF



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Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS



11 November 2025

**DR. RAMIR B. UYTICO, CESO III**

Regional Director  
Negros Island Region

Sir:

Greetings!

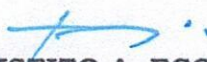
This in reference with Memorandum DM-OUHROD-2025-2294 dated 12 August 2025 regarding the FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDNT) Program Support Fund Allocation, Utilization and Monitoring Guidelines. Region VI, including the 13 Schools Division Offices in Negros Occidental, has an allocation of **Four Million Nine Hundred Eighty-One Thousand Two Pesos (P4,981,000.00)**.

In this regard, DepEd RO VI respectfully informs your good Office that the budget for the 13 SDOS amounting to **Two Million Two Hundred Eighty-Six Thousand Pesos (P2,286,000)** shall be downloaded to the 13 SDOs with the following breakdown:

| Division        | 2025 OPDNT PSF | Division        | 2025 OPDNT PSF   |
|-----------------|----------------|-----------------|------------------|
| Bacolod City    | 65,000         | Negros Occ.     | 648,000          |
| Bago City       | 285,000        | Sagay City      | 153,000          |
| Cadiz City      | 134,000        | San Carlos City | 238,000          |
| Escalante City  | 52,000         | Silay City      | 98,000           |
| Himamaylan City | 79,000         | Sipalay City    | 96,000           |
| Kabankalan City | 234,000        | Victorias City  | 114,000          |
| La Carlota City | 90,000         | <b>TOTAL</b>    | <b>2,286,000</b> |

Thank you.

Respectfully yours,

  
**CRISTITO A. ECO, CESO III**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director



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Certificate No. PHP QMS  
24 93 0184

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**NIR-NegOcc Cluster**

17

**Division****OPDNTF PSF**

18

Bacolod City

65,000

19

Bago City

285,000

20

Cadiz City

134,000

21

Escalante City

52,000

22

Himamaylan City

79,000

23

Kabankalan City

234,000

24

La Carlota City

90,000

25

Negros Occ.

648,000

26

Sagay City

153,000

27

San Carlos City

238,000

28

Silay City

98,000

29

Sipalay City

96,000

30

Victorias City

114,000

31

**TOTAL****2,286,000**

32

**2,695,000** Panay**2,286,000** NegOcc**4,981,000** TOTAL

A

B

C

**2025 OPDNTF PSF**

| <b>REGION VI</b> |                   |
|------------------|-------------------|
| <b>Division</b>  | <b>OPDNTF PSF</b> |
| Regional Office  | 497,000           |
| Aklan            | 307,000           |
| Antique          | 384,000           |
| Capiz            | 122,000           |
| Guimaras         | 777,000           |
| Iloilo           | 258,000           |
| Iloilo City      | 97,000            |
| Passi City       | 156,000           |
| Roxas City       | 97,000            |
| <b>TOTAL</b>     | <b>2,695,000</b>  |



Republic of the Philippines  
DEPARTMENT OF EDUCATION

Central Office

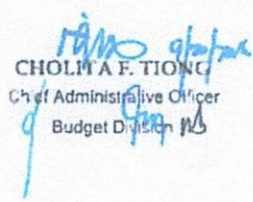
SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

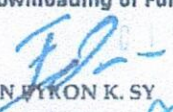
|                                                                                                                                                                                                            |                                           |                                                                              |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br>PPA236<br>200000100011000 - Current Appropriations<br>Organizational and Professional Development for Non-Teaching Personnel                           |                                           | <b>REFERENCE:</b><br>FY 2025 GAAAO dated 01/01/2025                          | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br>OSEC-6-25-04871 |
|                                                                                                                                                                                                            |                                           | <b>LEGAL BASIS:</b><br>FY 2025 GAA   R.A. No. 12116 (Current Appropriations) | <b>DATE:</b><br>25-Sep-25                                 |
| <b>FUND CODE:</b><br>01101101                                                                                                                                                                              | <b>ORGANIZATION CODE:</b><br>070010100000 |                                                                              | <b>FISCAL YEAR:</b><br>FY 2025                            |
| <b>PURPOSE:</b><br><i>Transfer of Program Support Funds to cover funding requirements of the Non-Teaching Personnel for the Learning and Development Programs and Interventions of various ROs / SDOs.</i> |                                           |                                                                              |                                                           |
| <b>To:</b> The Regional Director<br>Regional Office - VI<br>Iloilo City<br>070010300006                                                                                                                    |                                           |                                                                              | <b>Region :</b> 6                                         |
| <b>PARTICULARS</b>                                                                                                                                                                                         |                                           | <b>ALLOTMENT CLASS/<br/>ACCOUNT CODE</b>                                     | <b>AMOUNT AUTHORIZED</b>                                  |
| Subsidy to Operating Units                                                                                                                                                                                 |                                           | MOOE 5021408000                                                              | 4,981,000.00                                              |
| <b>AMOUNT IN WORDS:</b> *** Four Million Nine Hundred Eighty One Thousand Pesos Only ***                                                                                                                   |                                           |                                                                              | <b>Total:</b> <u>4,981,000.00</u>                         |
| <b>NOTE:</b> The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.                                                                                                |                                           |                                                                              |                                                           |

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

  
CHOLITA F. TIONG  
Chief Administrative Officer  
Budget Division

Approval for Transfer/Downloading of Funds:

  
ATTY. EDSON BYRON K. SY  
Assistant Secretary for Finance  
OIC, Office of the Undersecretary for Finance



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. CARRAL  
Undersecretary  
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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|                |           |      |         |
|----------------|-----------|------|---------|
| Doc. Ref. Code | DM-OUHROD | Rev  | 00      |
| Effectivity    | 03.23.23  | Page | 1 of 10 |



**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 following the detailed guidelines on the allocation (see Annex A), utilization and report monitoring (see Annex B). Since the Negros Island Region's (NIR) Finance Department will be fully operational in 2026, the 2025 PSF for the Schools Division Offices of NIR shall be downloaded to Region VI and VII in the interim and hereby instructed to **immediately process the downloading of the PSF to concerned schools division offices**. On the other hand, SDO Dumaguete shall be the recipient of PSF to be downloaded for the NIR. Approved Regional and SDO Office Learning Plan can be downloaded through this link <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 OPDNTF 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.

**[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 (PRIC) 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/cr-of-professional-regulatory-boards>  
[2] Per Republic Act 1090



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| Doc. Ref. Code | DM-OUHRD | Rev  | 00      |
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| Effectivity    | 03.23.23 | Page | 2 of 10 |



## 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)             | ***1           | 83               | 544,000.00           |
| Region VII - Central Visayas           | **21           | 890              | 3,997,000.00         |
| Region VIII - Eastern Visayas          | 14             | 979              | 3,601,000.00         |
| Region IX - Zamboanga Peninsula        | 9              | 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>235</b>     | <b>25,761</b>    | <b>56,918,000.00</b> |

\* Includes 13 SDOs assigned within NIR

\*\*Includes 8 SDOs assigned within NIR

\*\*\*Downloaded through SDO Dumaguete

## **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.

## 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>                                                                      |                                                                                             |                                                                                           |                                                                     |                                                                                  |                                                                                        |                                                                                                                                   |                                                                                           |
| <b>Prepared by:</b><br><br>(Name and Position Title of OPDNTF PSF Focal)<br>Date: |                                                                                             | <b>Recommending Approval:</b><br><br>(Name and Position Title of the Chief HRDD)<br>Date: |                                                                     |                                                                                  | <b>Approved by:</b><br><br>(Name and Position Title of the Regional Director)<br>Date: |                                                                                                                                   |                                                                                           |

### 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/create an 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 BHRDD 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 downloaded OPDNTF Funds for Fiscal Year 2025. On the other hand, RO and SDO with unobligated balances of OPDNTF-PSF from FY 2024 (Final SAOODB), may use the unobligated balance based on approved LDPs and shall be utilized until 31 December 2025.



## 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