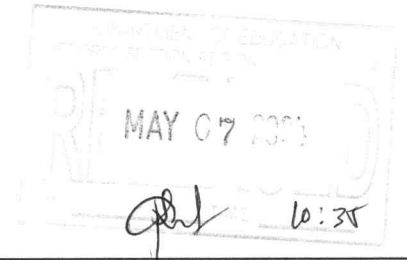




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



06 May 2024

**REGIONAL MEMORANDUM**

No. 264.2024

**SUBMISSION OF OFFICE LEARNING AND DEVELOPMENT PLAN FY 2024-2026  
FOR NON-TEACHING PERSONNEL**

To: All Schools Division Superintendents  
All Other Concerned

1. In cognizant to the finalized and aligned 2023-2028 Six Year Plan targets anchored to the MATATAG Initiatives, this Office, through the Human Resource Development Division (HRDD) requests the submission of an **Updated Office Learning and Development Plan of the SDOs for Non-teaching Personnel** before **May 10, 2024**.
2. The submission aims to ensure that programs, projects and activities charged to the 2024 Organizational and Professional Development Fund for Non-Teaching Personnel Program Support Fund (OPDNTP-PSF) are aligned to the four components of the MATATAG agenda.
3. SDOs shall follow the attached template (Enclosure 1), softcopy and signed scanned copy to be submitted via <https://tinyurl.com/carHRDplan>
5. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

HRDD/RCA/Ibl-OPDNTP  
May 6, 2024



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DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines  
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 CORDILLERA ADMINISTRATIVE REGION

**OFFICE LEARNING PLAN**

Office	Job Group <sup>1</sup>	Performance Objective <sup>2</sup>	Learning Objective <sup>3</sup>	Learning Modality <sup>4</sup>	Enablers/ Facilitating Requirements to Ensure Success of Learning Interventions <sup>5</sup>	Priority Competencies Per Year <sup>6</sup>		
						Y1	Y2	Y3

**Prepared by:**

**Recommending Approval:**

**Approved By:**

<sup>1</sup> Teaching/ Non-Teaching/ Teaching Related; Level 1/ Level 2; Supervisors/ School Heads/ Teachers

<sup>2</sup> Refer to Key Result Areas/ Roles and Responsibilities in the RPMS/ Position Description Forms

<sup>3</sup> Knowledge/ Skills/ Attitude to be developed

<sup>4</sup> 1. Formal Knowledge or Skill Transfer: Trainings/ Scholarships/ Benchmarking, Online or E-Learning / Webinars/

2. Relationship and Discussion-Based Learning: Peer-Assisted Learning / Coaching / Mentoring; Cross Training; Apprenticeship; Demonstration; Sharing Logs / Reflective Journals

3. Job-Embedded Learning (JEL): Committee Work; Job Expanding / Job Rotation / Job Shadowing / Stretch Assignments and Special Project

<sup>5</sup> Human/ Physical/ Financial Resources

<sup>6</sup> Specify the years covered and check per priority Job Group



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