



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Office of the Schools Division Superintendent

MEMORANDUM

To : Romel G. Petajen, Chief Education Supervisor, CID
Mary Jean S. Romero, Chief Education Supervisor, SGOD
Atty. Norlito Jr. P. Agunday, Legal Officer III
Angelo James O. Aguinalde, Accountant III
Liza R. Bernardo, Administrative Officer V
Eva S. Tolentino, Administrative Officer V
Marichelle B. Llave, Administrative Officer IV
Cherie V. Perez, Administrative Officer IV
Cristina V. Barrameda, Administrative Officer IV

From : **CECILE C. FERRO CESO VI** ✓
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Date: **March 13, 2025**

Subject : **Submission of FY 2025-2027 Learning and Development Plan for Non-Teaching Personnel**

1. With reference to Regional Memorandum No. 171, s. 2025, and in line with the meeting held on February 25, 2025, from 9:00 to 10:00 AM at the SGOD Office, this office reminds Division Chiefs, Section Heads, and Unit Heads to submit the Three-Year Learning and Development Plan for Non-Teaching Personnel, which was due on March 4, 2025.
2. The report will serve as a reference for the Recalibration Workshop on the Three-Year Learning and Development Plan for Non-Teaching Personnel, scheduled for April 2025 in Metro Manila.
3. The L&D Plan template can be downloaded here: <https://bit.ly/3XL7BpM>.
4. A signed printed copy must be submitted to the HRD Section of SGOD, while the soft copy should be sent to the official email: hrd.ctd@deped.gov.ph.
5. Attached are Regional Memorandum No. 171, s. 2025, and the Minutes of the Meeting held on February 25, 2025, for your reference.
6. For information, guidance, and compliance.

Minutes of Meeting

Date: February 25, 2025 09:00-10:00 AM

Venue: SGOD Office


Agenda: Three-Year Learning and Development Plan of Non-Teaching Personnel

Attendance: Mary Jean Romero, Carol Gil, Elizabeth Urbano, Atty. Norlito Jr.


Agunday, Jennifer Metica, Cherie Perez, Eva Tolentino,

Subject/Issues/Concern	Resolution	Remarks
No Medical Officer		
Issuance of the IRR of the New Procurement Law	Include the New Procurement Law training for 2025 for those who are involved in Procement in SDO and in schools	
Learning Needs Assessment (LNA) Tool	HRD Section to provide a copy of the LNA Tool to section/unit heads	
Filling out of the Three-Year Learning and Development Plan for Non-Teaching Personnel	HRD Section to provide the template	Due of submission: March 4, 2025
Trainings for unique positions charged to OPDNTF Continuing	Identified non-teaching personnel must find relevant training programs to attend and inform the HRD Section accordingly.	Implementation is until June 2025 only

Prepared by:


ELIZABETH S. URBANO
Education Program Specialist II
SGOD-HRD

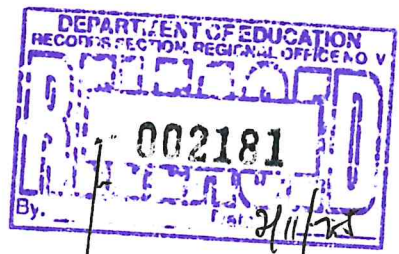
Noted:


CAROL P. GIL
Senior Education Program Specialist
SGOD-HRD

03.12.2025



Republic of the Philippines
Department of Education
REGION V - BICOL



10 February 2025

REGIONAL MEMORANDUM

No. 00171, s. 2025

**PREPARATION OF THE THREE YEAR OFFICE LEARNING AND DEVELOPMENT
PLAN FOR NON-TEACHING PERSONNEL**

To : Assistant Regional Director
Schools Division Superintendents
All others Concerned

1. In preparation for the upcoming **Recalibration Workshop for the Three-Year Learning and Development Plan for Non-Teaching Personnel** scheduled on **March 10-14, 2025 within Metro Manila**, this Office reminds all participants to the said workshop to prepare the 3-Year L&D Plan for Non-Teaching Personnel in their respective SDOs.
2. Further, participants are requested to prepare the most recent L & D Needs Assessment (LDNA) of non-teaching personnel, previous and current approved learning plan, and initial draft of the Office Learning Plan for FY 2025-2027 for the workshop.
3. Attached is the Template for the 3-Year Office Learning Plan for FY 2025-2027.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encls: As stated
To be indicated in the Perpetual Index
under the following subjects:
OPDNTP
L&D FOR NON-TEACHING

HRDD/rtb/mde
02/10/2025



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>





Republic of the Philippines
Department of Education
REGION V - BICOL

Fiscal Year _____

Office / Division: _____

2025									
Office	Job Group and Target Positions (a set of jobs/work that are linked together by a common nature, purpose, or skill set, e.g. Administrative, Human Resources)	Competency/ Performance Gap (The difference between an employee's current competency/performance and their desired competency/performance)	Learning Objectives (specific competencies to be developed, the knowledge, skill, or abilities, and the specific level of proficiency that the personnel develops or enhances as a result of a recommended intervention. Must be SMART)	Learning Interventions (with specific titles of proposed activities appropriate learning strategy in addressing the identified gaps. These may be any or a combination of the ff. JEL (Job-Embedded Learning, RDL(Relationship-Discussion Based Learning, FL (Formal Training)	Learning Modality (online/ Blended / In-person	No. of Target Participants (figure)	Date and Venue (proposed schedule)	Results (include intermediate; near term; long term)	Budgetary Requirements (Total Amount of estimated budget) Indicate fund source

Prepared by: _____

Noted: _____
(Immediate Supervisor)



Republic of the Philippines
Department of Education
REGION V - BICOL

Fiscal Year _____

Office/Division: _____

2026									
Office	Job Group and Target Positions (a set of jobs/work that are linked together by a common nature, purpose, or skill set, e.g. Administrative, Human Resources)	Competency/ Performance Gap (The difference between an employee's current competency/performance and their desired competency/performance)	Learning Objectives (specific competencies to be developed, the knowledge, skill, or abilities, and the specific level of proficiency that the personnel develops or enhances as a result of a recommended intervention. Must be SMART)	Learning Interventions (with specific titles of proposed activities appropriate learning strategy in addressing the identified gaps. These may be any or a combination of the ff. JEL (Job-Embedded Learning, RDL(Relationship-Discussion Based Learning, FL (Formal Training)	Learning Modality (online/Blended / In-person)	No. of Target Participants (figure)	Date and Venue (proposed schedule)	Results (include intermediate; near term; long term)	Budgetary Requirements (Total Amount of estimated budget) Indicate fund source

Prepared by: _____

Noted: _____
(Immediate Supervisor)



Republic of the Philippines
Department of Education
REGION V - BICOL

Fiscal Year _____

Office / Division: _____

2027									
Office	Job Group and Target Positions <i>(a set of jobs/work that are linked together by a common nature, purpose, or skill set, e.g. Administrative, Human Resources)</i>	Competency/ Performance Gap <i>(The difference between an employee's current competency/performance and their desired competency/performance)</i>	Learning Objectives <i>(specific competencies to be developed, the knowledge, skill, or abilities, and the specific level of proficiency that the personnel develops or enhances as a result of a recommended intervention. Must be SMART)</i>	Learning Interventions <i>(with specific titles of proposed activities appropriate learning strategy in addressing the identified gaps. These may be any or a combination of the ff. JEL (Job-Embedded Learning, RDL(Relationship-Discussion Based Learning, FL (Formal Training)</i>	Learning Modality <i>(online/ Blended / In-person)</i>	No. of Target Participants <i>(figure)</i>	Date and Venue <i>(proposed schedule)</i>	Results <i>(include intermediate; near term; long term)</i>	Budgetary Requirements <i>(Total Amount of estimated budget) Indicate fund source</i>

Prepared by: _____

Noted: _____
(Immediate Supervisor)