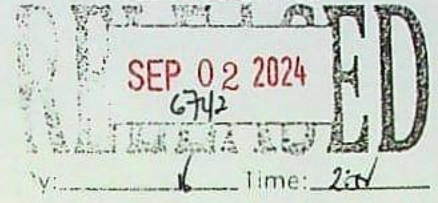




Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE



Office of the Schools Division
 Superintendent

August 29, 2024

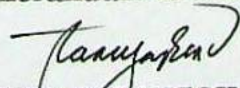
DIVISION MEMORANDUM

No. 335 s. 2024

**CALL FOR SUBMISSION OF PROPOSALS FOR THE FY 2024 ORGANIZATIONAL
 AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING
 PERSONNEL (OPDNTP)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Principals/School Heads
 All Others Concerned

1. In reference to Regional Memorandum no. 991, s. 2024 titled "FY 2024 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization, and Monitoring Guidelines", this Office announces its call for submission of proposals for the FY 2024 Organizational and Professional Development for Non-Teaching Personnel, which shall be utilized for L&D interventions of non-teaching personnel.
2. To facilitate the downloading of OPDNTP Fund, the following are required documents to be submitted for review and approval (NEAP forms):
 - a. Professional Development Program Design
 - b. Training Matrix
 - c. Budget Matrix
 - d. Session Guides (Enc. 6) and Slide Decks
 - e. CVs of Resource Speakers
 - f. Pre-Test and Post-Test
 - g. All print or non-print materials to be used (AVPs, worksheets, action plan)
 - h. Monitoring Plan/Impact Evaluation of Training
3. Deadline for submission of proposals with complete documents is on **September 16, 2024**.
4. For technical assistance, concerns or questions, please contact SGOD-HRDS.
5. Immediate and widest dissemination of this memorandum is desired.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph