



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

16 Dec 2025

**DIVISION MEMORANDUM**  
No. 777, s. 2025

**ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR  
NON-TEACHING PERSONNEL (OPDNTP)**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads/OICs (Public Schools)  
All Others Concerned

1. In response to the competency gaps identified through the Program Development Needs Assessment (PDNA) conducted among non-teaching personnel of the Schools Division of Imus City from 2022 to 2024, this Office shall conduct an Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) on December 17-19, 2025 at the Conference Hall, Gov. D. M. Camerino Integrated School, Medicion II-A, Imus City, Cavite.
2. The OPDNTP aims to:
  - elevate the quality, consistency, and responsiveness of administrative and support services by equipping personnel with the essential knowledge, skills, and attitudes to perform their tasks more efficiently and
  - foster a culture of professionalism, accountability, and continuous improvement to better serve learners, parents, internal staff, and external stakeholders.
3. Participants to this activity are the nationally funded non-teaching personnel of the Schools Division of Imus City.
4. See Enclosure No. 1 for the Program Matrix and Enclosure No. 2 for the Program Management Team.
5. There will be no registration fee to be collected. Funds for this purpose shall be charged against the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) FY 2024 subject to usual accounting and auditing rules and regulations.



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6. For inquiries, please contact Ms. Marlyn C. Alegro, Head Teacher III, at 046-419-8450 to 53 local 227.
  
7. Immediate and widest dissemination of this Memorandum is earnestly desired.



**HOMER N. MENDOZA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subject:

**TRAINING PROGRAMS**

*sgod/iham/12-14-2025*

Enclosure No. 1 to Division Memorandum No. 777, s. 2025

**ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING  
PERSONNEL (OPDNTP)  
December 17-19, 2025**

**Program Matrix**

**Day 1**

<b>Time</b>	<b>Session / Activity Title</b>	<b>Resource Person / Facilitator</b>	<b>Expected Output</b>
07:30 am – 08:00 am	Registration and Preliminaries	TWG	
08:00 am – 12:00 pm	Session 1: Strengthening Service Orientation (4 hours)	Ronnie B. Yohan	Service Commitment Card; 3-2-1 Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 05:00 pm	Session 2: Building Result Focus and Efficiency (4 hours)	Invited Speaker	Mini Workflow Improvement Plan; Reflection Card
05:00 pm – 05:15 pm	End-of-Day Evaluation	TWG	Evaluation Responses

**Day 2**

<b>Time</b>	<b>Session / Activity Title</b>	<b>Resource Person / Facilitator</b>	<b>Expected Output</b>
07:30 am – 08:00 am	Management of Learning	TWG	
08:00 am – 12:00 pm	Session 3: Enhancing Self-Management and Professionalism (4 hours)	Ruby B. Heramia	Improvement Plan; Commitment & Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 05:00 pm	Session 4: Enhancing ICT/Computer Skills (4 hours)	June Bence L. Adelan	Formatted memo; Digital tracker; Diagnostic results
05:00 pm – 05:15 pm	End-of-Day Evaluation	TWG	Evaluation Responses

**Day 3**

<b>Time</b>	<b>Session / Activity Title</b>	<b>Resource Person / Facilitator</b>	<b>Expected Output</b>
07:30 am – 08:00 am	Management of Learning		
08:00 am – 12:00 pm	Session 5: Enhancing Written Communication (4 hours)	Ricardo R. David III	Revised memo; Original output; Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 04:00 pm	Session 6: Work Application Project & Re-entry Plan and Posttest (4 hours)	Marlyn C. Alegro	Completed Re-entry Plan; Presentation slides; Monitoring template; Posttest Responses
04:00 pm – 05:00 pm	Closing Program		
05:00 pm – 05:15 pm	End-of-Day and End- of Program Evaluation	TWG	Evaluation Responses

Enclosure No. 2 to Division Memorandum No. 777, s. 2025

**ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING  
PERSONNEL (OPDNTP)  
December 17-19, 2025**

**Program Management Team**

Management Personnel	Member
Top Management	Homer N. Mendoza OIC – Schools Division Superintendent  Glenda DS. Catadman OIC – Assistant Schools Division Superintendent
Program Owners	Ronnie B. Yohan Marlyn C. Alegro
Finance Officer	Jona B. Ramos
Logistics Officers	Josephus Perseus B. Banaag Joanne P. Genido
M&E Coordinator	Medel Carlos C. Zarsuelo Jr.
Documenters (Registration, Program, and Invitation)	Marilyn O. Anglo Melissa P. Aquino
Welfare Officer	Gian Paul G. Creencia
Learning Facilitators	Ronnie B. Yohan Ruby B. Heramia June Bence L. Adelan Ricardo R. David III Marlyn C. Alegro
Master of Ceremonies	Medel Carlos C. Zarsuelo Jr.