



Republic of the Philippines
Department of Education

11 DEC 2020

DepEd O R D E R
No. **040**, s. 2020

IMPLEMENTATION OF LEARNING AND DEVELOPMENT FOR NON-TEACHING PERSONNEL IN THE DEPARTMENT OF EDUCATION IN VIEW OF THE COVID-19 PANDEMIC

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in View of the COVID-19 Pandemic**.

2. These guidelines consider policies issued by the Civil Service Commission and DepEd on the alternative work arrangements that modified the way employees work and communicate, including the mode of L&D interventions delivery and participation. The provisions in these guidelines aim to address the learning and development needs of nonteaching personnel to be able to support the continuity of the delivery of DepEd basic services such as the implementation of the Basic Education-Learning Continuity Plan (BE-LCP).

3. For more information, please contact the following:

- **For concerns on Operational and Program Support for Nonteaching Personnel**

Bureau of Human Resource and Organizational Development-Human Resource Development Division
4th Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8-470-6630
Email Address: bhrod.hrdd@deped.gov.ph

- **For concerns on Financial Procedures**

Office of the Undersecretary for Finance
2nd Floor, Alonzo Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Number: (02) 8-633-9342
Email Address: usec.financebpm@deped.gov.ph

4. This DepEd Order shall take effect immediately after registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City and shall remain in force and effect until the Presidential Proclamation No 922 otherwise known as State of National Public Health Emergency is lifted or withdrawn by the President. The Department may issue a subsequent DepEd Order to extend the effectivity of this policy in the school years thereafter or a new L&D policy, as deemed necessary.

5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
DepEd Order Nos.: 32, s. 2011; 017, s. 2019; 001, 004, and 12, s. 2020



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DEPED-OSEC-436833

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

EMPLOYEES
POLICY
TRAINING PROGRAMS
RULES AND REGULATIONS

(Enclosure to DepEd Order No. 040, s. 2020)

**GUIDELINES ON THE IMPLEMENTATION OF LEARNING AND
DEVELOPMENT (L&D) FOR NON-TEACHING PERSONNEL
IN THE DEPARTMENT OF EDUCATION (DEPED)
IN VIEW OF THE COVID-19 PANDEMIC**

I. Rationale

1. The Coronavirus Disease (COVID-19) pandemic has posed significant shifts in the functioning and behavior of societies in many parts of the world. It has changed the landscape of government operations, systems, and processes. Alongside this, civil servants, being at the frontline in the delivery of public services, must be capacitated to allow them to adapt to the new normal and continue their professional development.
2. Amid the public health emergency, the Department of Education (DepEd) is committed to ensuring the unhampered provision of learning opportunities for its officials and employees.
3. Pursuant to Section No. 62 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), the DepEd Learning and Development (L&D) System should maintain to target at least one (1) planned Human Resource Development (HRD) intervention for every employee per year.
4. With reference to DepEd Order No. 32 s. 2011 or the Policies and Guidelines on Training and Development (T&D) Programs and Activities, each office in the Department is responsible for ensuring the relevance and adequacy of T&D or L&D programs and activities in support of the individual personnel competency development.
5. Anchored on the above, these **Guidelines on the Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in View of the COVID-19 Pandemic** is hereby issued anchoring on the following guiding principles:
 - a. The Department is committed to developing and nurturing competencies at the heart of the HR systems through its L&D,
 - b. The L&D plays a big role in ensuring employee and office effectiveness, and
 - c. DepEd L&D acknowledges and encourages different modes of learning.
6. These guidelines provide directions for the continuity of L&D interventions in the Department through the implementation of alternative L&D programs and activities in compliance with the stringent physical distancing and minimum public health and safety standards to mitigate the spread of the virus. It shall alter the usual modes of learning delivery in view of the restriction on mass gathering and travel, adoption of skeleton workforce and alternative work arrangements in DepEd offices, schools, and community learning centers (CLC), and ensuring the health and safety of DepEd personnel and stakeholders.



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II. Scope of the Policy

7. This DepEd Order provides for the mechanisms, standards, and procedures that shall guide all DepEd offices, public schools, and CLC in the implementation of L&D interventions for non-teaching personnel using alternative learning delivery modalities during the period of State of Public Health Emergency. In general, it covers all non-teaching personnel, regardless of employment status, except on those provision explicitly provided in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and (public) Schools. For teachers and school leaders, separate guidelines will be issued by the National Educators Academy of The Philippines (NEAP).

III. Definition of Terms

8. For the purpose of this policy, the following terms shall be defined as follows:
 - a. **DepEd Learning and Development (L&D)** - is a system established to help ensure that DepEd has the needed competent and committed human resources to achieve its mandate; setting the framework for effective and efficient management of DepEd's L&D programs for leaders, school managers, and teaching and **non-teaching personnel**
 - b. **Learning and Development (L&D) Intervention** - is an activity or set of activities undertaken by the Department to address a competency gap affecting an individual or organizational performance. An intervention is usually identified as part of the Annual L&D Plan but may also be undertaken to immediately address an emerging need.
 - c. **Non-Teaching Personnel** - are categorized as "allied services personnel such as accountants, planning officer, human resource management officers (HRMOs), records officers, cashiers, budget officers, engineers, architects, dentists, school physicians, nutritionists, nurses, legal officers, etc, and other support personnel".
 - d. **Teaching Personnel** - refers to "all persons engaged in classroom teaching, in any level of instruction, on a full-time basis, including guidance counselors, school librarians, industrial or vocational instructors, head teachers, school heads and all other persons performing supervisory and/or administrative functions in all schools".
 - e. **Competency/ies** - observable, measurable, and vital knowledge, skills, behaviors, or attributes required to perform a job. These are standardized through established tools such as Philippine Professional Standards for Teachers (PPST), Philippine Professional Standards for School Head (PPSSH), and Philippine Professional Standards for Supervisors (PPSS), or learning needs assessments (LNA).
 - f. **Learning Delivery Modalities** - are the different approaches as a means for the learning facilitator and the learner to



interact in a given L&D intervention. It could be face-to-face/in-face, digital/online, or blended mode.

- g. **Communication Expense** - communication costs incurred by personnel in attending a programmed L&D intervention of DepEd such as training, webinars, online course, etc.

IV. Policy Statement

9. It is the policy of the Department to continuously provide learning and development opportunities to its personnel to further enhance their competencies and capabilities required by their position and office mandate and to be able to adapt to the new normal of working, brought about by the pandemic.

V. Procedures

10. Apart from availing relevant free-access courses and programs offered through e-learning platforms, other alternative modes of learning for non-teaching personnel shall be adopted by all DepEd offices while under the State of Public Health Emergency or until stringent physical distancing measures are lifted.

11. To support the implementation of BE- LCP, the Department through the Bureau of Human Resource and Organizational Development (BHROD) shall provide guidance on the management and delivery of learning and development activities for the non-teaching personnel in the DepEd Central Office, Regional Offices (RO), and Schools Division Offices and schools.

a. Learning Assessment and Prioritization

In view of the COVID 19 situation, all offices are advised to revisit their plans and make adjustments which shall include L&D plans for the succeeding year and focus on the following priority competencies:

- (1) Core Behavioral Competencies: these are behaviors that everyone in the organization must possess regardless of function (e.g. self-management, teamwork, professionalism, service-orientation, etc.)
 - (1.a.) Crisis Management Competencies: these are competencies needed for the personnel and office to manage the pandemic and adapt to the new normal work scenarios (e.g. work from home team management, mental health interventions, technology and tools savviness, planning, M&E, among others)
- (2) Functional Competencies: these are behaviors or abilities that pertain to a specific knowledge and skills required to perform a function or job aligned to the office mandates and deliverables
- (3) Leadership Competencies: priority skills on managing remote teams, office management



during a crisis, Civil Service Commission (CSC), and Career Executive Service Board (CESB) leadership competencies.

All offices, particularly those charging from the Organizational and Professional Development for Non-School/LCS Personnel (OPDNSP), shall prepare their respective **Office Learning Plan** and submit to the assigned focal office per governance level for consolidation and approval of the head of office which contains priority L&D interventions for the staff and funding requirements:

- CO - All divisions/offices; learning plan to be approved by respective Bureau/Service Director; submit to **BHROD-HRDD as the focal office** (*download suggested template of Enclosure No. 1 at <http://deped.in/COLearningPlan2020>*).
- RO - All division/units; learning plan to be approved by respective Regional Director; submit to **RO-HRDD as the focal office** (*download suggested template of Enclosure No. 2 at: <http://deped.in/ROLearningPlan2020>*).
- SDO - All units and sections including non-teaching Personnel in Schools; to be approved by the respective Schools Division Superintendent; submit to **SGOD-HRDS as the focal office** (*download suggested template of Enclosure No. 3 at <http://deped.in/SDOLearningPlan2020>*).

b. L&D Modalities, PAP Delivery and Fund Allocation

The need to shift to alternative delivery of teaching and learning requires capacity building for non-teaching personnel to effectively support our teaching personnel. A portion of the 2021 Organizational and Professional Development for Non-School/LCS Personnel (OPDNSP) fund shall be utilized to support and finance the expenses related to learning and development for the non-teaching personnel from CO, ROs, and SDOs, including nonteaching Personnel in Schools. (*A separate guideline shall be issued for the downloading and utilization of PSF*). These allocations shall be downloaded to focal offices and may be used for the delivery of the updated L&D planned activities for the FY 2021 which includes the following allowable items:

- **Supplies** or training materials/kits;
- **Communication Expense** for those in work from home (WFH) arrangement or those working onsite with no internet connection. This shall amount to P50.00 per participant/training team member per day (for days where there is an actual online session only) and may be paid through cash advance or cash reimbursement.



- **Payment for Honorarium and Other Professional Services** of non-DepEd service providers is subject to DBM circulars;
- **Payment of service providers or institutions** as provided for in the approved contract of service or Memorandum of Agreement signed by authorized official;
- **Registration/Subscription Fee** for enrollment to online trainings/courses, subject to existing parameters and accounting rules.
- **Board & Lodging** for activities allowed for in-person/face-to-face modality; and
- **Other expenses** in support of the approved L&D activities provided they are classified under the Maintenance and Other Operating Expenses (MOOE) and in adherence to the minimum health standards.

In observance to the current minimum health standards, offices are directed to adopt any or a combination of the following modalities in implementing their planned L&D interventions for the nonteaching personnel:

(1) *Conduct of Office Learning Sessions and Coaching & Mentoring*

While on Alternative Work Arrangement, offices are encouraged to conduct a one-hour e-learning session every week to continue advancing the team's competency for self and organizational development. Prior to the session, the office head or learning session (LS) focal shall provide relevant learning materials (e.g. recorded webinar, online readings, journal articles, news articles, etc.). The office head/LS focal will provide guide questions to be discussed during the scheduled online learning session. Participation in this activity will be part of the weekly target and accomplishment of each employee.

(2) *Conduct of webinars or online L&D workshops (In-house Capability Building Activities)*

Given the limitation for group gatherings, proponent offices may utilize web-based platforms in conducting seminars, symposiums, training-workshops, writeshops, among others. Payment for honorarium remains guided by DBM Budget Circular No. 2007-01 or the Guidelines on the Grant of Honorarium to Lecturers, Resource Persons, Coordinators and Facilitators. To ensure security and confidentiality, refer to OUA Memo No. 00-0420-0042 on the recommended platforms to be used for online activities. In cases where there is a need to use other platforms,



justification shall be provided and shall be approved by the head of office.

(3) *Enrollment to paid online programs/courses*

Nonteaching employees with plantilla positions from the CO, ROs, and SDOs may avail online short course or program that is not available or feasible to be offered through in-house capability-building activities to address their immediate learning needs, subject to existing accounting and auditing guidelines. A centrally-managed subscription to online learning marketplace (e.g. Udemy, Coursera, etc.) shall be made available in 2021 (*A separate guidelines on the process and qualifications shall be issued*).

Following DepEd Order (DO) No. 32 s. 2011, personnel under Contract of Service (COS) and other nonpermanent employees shall be provided with opportunities for job-embedded and workplace learning to upgrade their competencies. These may include participation in items (1) and (2) provided that the participation to the activity is approved by their respective head of office; and there are no associated fees required to attend to the activity.

Attendance to L&D programs within or outside DepEd during workdays must be authorized and approved by the respective supervisors. For recognition purposes of training programs, certificates of completion must include

- Title of the Program/Course,
- Date and Venue or Modality (for web-based), and
- Number of Hours of Training (if none, the participant shall secure/prepare certification of the actual number of hours attended and must be signed by the immediate supervisor).

12. **Utilization and Reimbursement of Funds**

1. Expenses charged from all the fund sources for this purpose are subject to proper reimbursement, liquidation and accounting processes as guided by the existing rules and regulations issued by Commission on Audit, Department of Budget Management and other oversight agency/agencies. Funds allocated for communication expenses and others shall be made available to the participants through direct payment, cash advance or reimbursement.
 - a. For **direct payment**, the program proponent/organizer shall
 - i. Submit required documents for procurement of prepaid cards in accordance with RA 9184;
 - ii. Once provided by the winning supplier, prepaid cards with appropriate amounts shall be distributed to the participants before the conduct of activity; and
 - iii. Process payment after the conduct of the activity.



- b. For payments through **cash advance**, the program proponent/organizer shall request authority for the approval of Regular Disbursing Officer or Special Disbursing Officer and shall do the following:
 - i. Coordinate with the cash unit or with the authorized disbursing officer for cash advance;
 - ii. Distribute the appropriate amounts to the participants before the conduct of the activity;
 - iii. Process liquidation of the said cash advance with attached documents in item c.i or c.ii, whichever is applicable.

- c. For payments through claim of **Reimbursement**, a special disbursing officer may be assigned per office/school to facilitate compilation of required documents/vouchers. Claimants are required to submit the following pertinent documents:
 - i. For Expenses Not Exceeding Three Hundred Pesos (PhP300.00)
 - a) Certification of Expenses Not Requiring Receipts (COA Circular No. 2017-001, dated 19 June 2017);
 - b) Certification by the Head of Office concerned enumerating the authorized claimants under his/her supervision, stating that the actual communication expenses were incurred by the personnel in the performance of official duties and responsibilities; and,
 - c) Accomplished ORS with corresponding DV, duly signed by the Head of Office with attached lists of claimants.

 - ii. For Expenses Over Three Hundred Pesos (PhP300.00)
 - a) Proof of purchase of each of the claimant such as:
 - (i). Official Receipt; or,
 - (ii). Screenshot or/scanned mobile e-load (e.g. AutoloadMax, XpressLoad, etc.) showing the reference number and Reimbursement Expense Receipt (RER); or
 - (iii). Screenshot/ scanned copy of Statement of Account with dates pertaining to the actual duration of internet subscription.
 - b) Certification by the Head of Office concerned enumerating the authorized claimants under his/her supervision, stating that the actual communication expenses were incurred by the personnel in the performance of official duties and responsibilities;
 - c) Accomplished ORS with corresponding DV, duly signed by the Head of Office with attached lists of claimants.

All Program proponents/organizers shall provide the following documents as attachment whether it will be in direct payment, cash advance or reimbursement:

- a. proof of receipt of payments;
- b. proof of attendance through electronic registration forms; and



c. accomplishment of activity evaluation/learning assessment (see link sample: <http://deped.in/LDRegEval>)

13. **When in-person/face-to-face learning and development activities are already allowed**, existing allowable expenses and cost parameters under Executive Order No. 77, s. 2019 shall be followed.
14. **Adherence to equal employment opportunity principle (EEOP)** shall be strictly observed in the implementation of these guidelines. There shall be no discrimination in the participation and access to the learning interventions, on the account of civil status, ethnicity, disability, gender, religion, or political beliefs.

VI. Monitoring and Evaluation

15. Monitoring and Evaluation for this purpose shall be required.

- a. Heads of offices at the central, regional, schools division, and school levels shall lead the L&D interventions in strict adherence to these guidelines and other relevant issuances, rules, and regulations. Their involvement in the implementation of these guidelines are the following:
 - Management and approval of L&D programs and activities based on needs and priorities;
 - Monitoring and ensuring each personnel of the respective office has participated in at least one (1) needs-based L&D intervention for each year that is reflected on Individual Development Plan (IDP) and Individual Performance Contract Report (IPCR);
 - Practice of inclusive and equitable access to L&D activities for all personnel;
 - Use of systematic mechanisms for transfer of knowledge and technology; and
 - Maximizing learning gains.
- b. Program proponents/organizers shall ensure proper documentation of activities including completion reports, screen recordings, payment requirements, participant registration, proof of attendance, activity evaluation results, etc.
- c. For purposes of monitoring and in aid of future policy and program enhancement, the Human Resource Development Division (HRDD) of the Bureau of Human Resource and Organizational Development (BHROD), together with their Regional and Schools Division counterparts, shall regularly monitor and evaluate the implementation of this policy through:
 - Maintenance of records or database on the programmed activities and
 - Submission of reports following the prescribed schedule or deadlines.
 - Updating of the fund source utilization monitoring tool to be provided.
- d. Performance evaluation for these provisions shall be included in the IPCR checkpoints and in the program implementation reviews.



VII. References

- CSC Resolution No. 1701009 and No. 00692, *2017 Omnibus Rules on Appointments and Other Human Resource Actions*
- CSC MC No. 10 s. 2020, *The Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*
- DepEd Order No. 012, s. 2020, titled *Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency*
- DepEd Order No. 11 s. 2020-*Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*
- DepEd Order No. 32 s. 2011-*Policies and Guidelines on Training and Development (T&D) Programs and Activities*
- Proclamation No. 922, *Declaring a State of Public Health Emergency Throughout the Philippines*
- Proclamation No. 929, *Declaring a State of Calamity Throughout the Philippines due to Corona Virus Disease 2019*
- Proclamation No. 1021, *Extending the Period of State of Calamity throughout the Philippines due to Corona Virus Disease 2019 Declared under Proclamation No. 929, s. 2020*

VIII. Effectivity Clause

11. This DepEd Order shall take effect immediately after registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City and shall remain in force and effect until the said Proclamation No 922 otherwise known as State of National Public Health Emergency is lifted or withdrawn by the President. The Department may issue a subsequent DepEd Order to extend the effectivity of this policy in the school years thereafter or a new L&D policy, as deemed necessary.



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