



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Advisory No. 288, s. 2023
July 25, 2023

In compliance with DepEd Order No. 8, s. 2013
This Advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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3-Day National Seminar Workshop

The Philippine Continuing Professional Development will be conducting the 3-Day National Seminar Workshop for **Non-Teaching Personnel** on E-Personnel and Leadership 5.0 for Human Resource, records, and Office Management and Administration. On September 8 to 10, 2023 at Teachers' Camp in Baguio City, to be participated voluntarily by non-teaching personnel of the Department of Education.

The complete details are provided in the attached letter.

For more information, please contact:

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Deputy Executive, Training Director
PCPD Training Center
0917-805-3370/ 09338674931
Inquiry.pcpd@gmail.com

This is issued for information purposes and not an endorsement of the activity

Encl.: As stated

Misamis St., Bago Bantay, Quezon
City

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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	01.26.23	Page	1 of 1



PHILIPPINE CONTINUING
PROFESSIONAL DEVELOPMENT
TRAINING CENTER

DepEd-NEAP Authorization Number : LSP-2021-0002-0503
PRC Accreditation Number: PTR-2019-311
SEC Registration Number: CS201510650
TIN Number: 009-052-585-000

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Date: **July 7, 2023**
To: **THE REGIONAL DIRECTOR**
DepEd Regional Office

ATTENTION: **OFFICE OF THE HUMAN RESOURCE DEVELOPMENT
DIVISION**

Subject: **BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-
TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR
HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND
ADMINISTRATION**

Dear Sir/Madam:

Peace and good health be unto you!

PCPD Training Center will conduct a **3-day National Seminar-Workshop on e-Personnel and Leadership 5.0 for Human Resource, Records and Office Management and Administration** on **September 8-10, 2023** (24 hours) at **Teachers Camp, Baguio City** with the theme, **"e-Personnel and Leadership 5.0: An Innovative and Transformative 21st Century Managerial and Administrative Skills"**.

Anchored on the **MATATAG Agenda** of the Department of Education under the leadership of *Vice President Sara Z. Duterte-Carpio*, PCPD Training Center, Inc. believes that advancement in any field of knowledge is largely due to on-going research studies and technical training that aim to gain new ground in explaining theories and phenomena. Outside this would only be a repetition of formerly held beliefs and understandings which only reiterates what most know as truth and thereby remain stagnant.

For this reason, the undersigned would like to request for an **ADVISORY** to inform interested individuals within your jurisdiction to join in a **VOLUNTARY BASIS** or using their personal funds to cover the expenses.

PROGRAM OF ACTIVITIES/ MATRIX

**3-DAY NATIONAL SEMINAR-WORKSHOP ON e-PERSONNEL AND LEADERSHIP 5.0
FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT AND
ADMINISTRATION**

Theme: *"e-Personnel and Leadership 5.0: An Innovative and Transformative 21st Century Managerial and Administrative Skills"*

Venue: TEACHERS CAMP, BAGUIO CITY

Date: September 8-10, 2023 (24 HOURS)

PROGRAM DESCRIPTION:

This seminar-workshop is a 3-day face-to-face program for human resource, records, and office personnel. Anchored on the theme. **"e-Personnel and Leadership 5.0: An Innovative and Transformative 21st Century Managerial and Administrative Skills"**, this seminar-workshop will capacitate human resource personnel with regards to leadership, management, and administration in the digital era. E-personnel or electronic personnel is the utilization of digital technology and online



- b. Understand the fundamental concepts of Data Privacy, Information Security, and Intellectual Property for Human Resource, Records, and Office Personnel,
- c. Integrate Leadership 5.0 and Personnel Agility in Leadership and Managerial Skills for Human Resource, Records, and Office Personnel, and
- d. Utilize e-Governance and the Social Media Platforms for effective 21st century communication skills among human resource, records, and office personnel.

TOPICS	INTENDED LEARNING OUTCOMES	Resource Persons	Date and Time
7:30am-8am- Registration/Attendance/Prayer/National Anthem/Opening Remarks/ Basic Orientation		c/o PCPD Training Center Staff	
DAY 1 (8AM-5PM) TOPICS Morning Session: Artificial Intelligence (AI) as a Tool in Formulating Strategic Policy for Office Management and Administration Afternoon Session: Data Privacy, Information Security, and Intellectual Property: Building Integrity among Human Resource and Records Personnel	1. Learn and understand how to formulate strategic policy for office management and administration through the positive use of Artificial Intelligence 2. Integrate and Understand the fundamental concepts of Data Privacy, Information Security, and Intellectual Property for Human Resource, Records, and Office Personnel	ROMEL MENORIAS FEU-Alabang Master Arts in Education Major in Social Studies	Sept. 8-10, 2023 (8am to 5pm)
DAY 2 (8AM-5PM) TOPICS Morning Session: Leadership 5.0 and the Human Resource Management Afternoon Session: Personnel Agility through Digital Leadership and Managerial Skills		ANNABELLE A. GORDONAS, PhD <i>Director, Resource Generation Office</i> Chair, Master of Arts in English Language Teaching Polytechnic University of the Philippines, Sta. Mesa, Manila	
DAY 3 (8AM-5PM) TOPIC:	3. Utilize and Integrate Leadership 5.0 and Personnel		



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	Office Personnel, and 4. Utilize e- Governance and the Social Media Platforms for effective 21 st century communication skills among human resource, records, and office personnel.		
<p>Nota bene:</p> <ol style="list-style-type: none"> Attendance checking is to be implemented every day at 7:30am-8am Lunch is to be served every day at 12:00nn to 1:00pm AM and PM Snacks and health break is only 10-15 mins. (speaker's discretion) Group Presentation/Activity is to be integrated in the entire session at the discretion of the resource person/s. Distribution/Awarding of Certificates is to be done after the 3rd day session. 			

REGISTRATION FEE	
EARLY BIRD	REGULAR RATE
Php 3, 500.00 (Early Bird Group of 5 and above, on or before August 5, 2023)	Php 5, 000.00 (Regular Rate, August 11, 2023 onwards)
Php 4, 500.00 (Early Bird Individual Registration, on or before August 10, 2023)	
INCLUSION: LUNCH, AM AND PM SNACKS FOR 3 DAYS, CERTIFICATE OF COMPLETION, CERTIFICATE OF PARTICIPATION, CERTIFICATE OF ATTENDANCE, CERTIFICATE OF APPEARANCE, CERTIFICATE OF RECOGNITION FOR ACTIVITY AND GROUP PRESENTATION, SEMINAR KIT	

Kindly email us a copy of the advisory once it has been released by your office for our record and to help you disseminate through our various social media platforms.

To register and for other concerns, interested participants may contact the following: **inquiry.pcpd@gmail.com | 0917-805-3370 | 09338674931.**

In anticipation of your positive response, allow me to extend my sincerest gratitude in advance.

Sincerely,