



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Advisory No. **354**, s. 2023
 September 19, 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 TRAINING PROGRAM ON BOOSTING EMPLOYEE PRODUCTIVITY
 THROUGH VALUES FORMATION**

The ARCZONE Professional Development, Inc., a CSC-accredited learning and development institution (ALDI), informs the field of the above-captioned to be held on October 11 to 13, 2023.

For more information, please contact:

Jermaine P. Ogking
 0921-576-1676; (02) 8723-7426
arczone.tranings@gmail.com

Encl.: As stated

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



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ARCZONE

PROFESSIONAL DEVELOPMENT INC.

CSC-ACCREDITED LEARNING AND
DEVELOPMENT INSTITUTION (ALDI)

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(+63) 921-576-1676 | 905-447-3534
arczone.trainings@gmail.com
2nd Flr. Overland Park Bldg. Banawe St.,
Quezon Ave., Quezon City



September 16, 2023

WILFREDO E. CABRAL

Director
Department of Education
6 Misamis St, Bago Bantay, Quezon City

Dear **Director Cabral**:

I hope this letter finds you well. I am writing to extend a cordial invitation and request your valuable assistance in disseminating important information about a transformative training opportunity to various government offices and units under your esteemed jurisdiction. This opportunity pertains to a forthcoming 3-day training program accredited by the Civil Service Commission, titled “**Boosting Employee Productivity through Values Formation**”. Attached are the details of the training program.

As we understand the significance of fostering a more efficient and values-driven government workforce, we believe that this training program will be immensely beneficial to government employees throughout the region. Its accreditation by the Civil Service Commission serves as a testament to its quality and relevance.

We kindly request your assistance in disseminating this invitation and program details to the various government offices and units within your region. Your support in reaching out to potential participants will greatly contribute to the success of this training initiative.

To facilitate registration and participation, we have attached the confirmation slip which should be completed and submitted by the authorized representative and interested participants from your offices and units. The **deadline for registration is one (1) week prior to the actual date/s of conduct** and early registration is encouraged due to limited availability. Please find below the schedules of conduct of the training program.

OCTOBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
11-13	NCR	<i>*All cities</i>	Batch 1	https://tinyurl.com/VF-NCR
16-18	Region 4-A	Batangas	Batch 2	https://tinyurl.com/VF-Region4A
17-19	Region 4-A	Cavite	Batch 3	
18-20	Region 4-A	Laguna	Batch 4	
23-25	Region 4-A	Quezon	Batch 5	
24-26	Region 4-A	Rizal	Batch 6	
25-27	Region 3	Aurora	Batch 7	https://tinyurl.com/VF-Region3
NOVEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
6-8	Region 3	Bataan	Batch 8	https://tinyurl.com/VF-Region3
7-9	Region 3	Bulacan	Batch 9	
8-10	Region 3	Nueva Ecija	Batch 10	



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NOVEMBER 2023

DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
13-15	Region 3	Pampanga	Batch 11	https://tinyurl.com/VF-Region3
14-16	Region 3	Tarlac	Batch 12	
15-17	Region 3	Zambales	Batch 13	
20-22	Region 1	Ilocos Norte	Batch 14	https://tinyurl.com/VF-Region1
21-23	Region 1	Ilocos Sur	Batch 15	
22-24	Region 1	La Union	Batch 16	
27-29	Region 1	Pangasinan	Batch 17	

DECEMBER 2023

DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
4-6	CAR	Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province	Batch 18	https://tinyurl.com/VF-CAR
5-7	Region 2	Batanes	Batch 19	https://tinyurl.com/VF-Region2
11-13	Region 2	Cagayan	Batch 20	

Note: The training schedules for other regions will be announced soon.

For any inquiries or further information, please feel free to contact us through the following:

Mobile: 0921-576-1676

Telephone: (02) 8723-7426 / 7900-5176 / 7007-4584

Email: arczone.trainings@gmail.com

We genuinely appreciate your cooperation in sharing this valuable opportunity with your staff, and we are confident that this training program will contribute significantly to enhancing employee productivity and promoting ethical values within government agencies, thus, contributing to the overall efficiency and effectiveness of public service delivery within the region.

Thank you for your attention to this matter, and we look forward to the possibility of collaborating with your offices and units in this endeavor.

Truly yours,

Ms. Jermaine P. Ogking, LPT
Training Coordinator



Boosting Employee Productivity through Values Formation

Description

This 3-day values formation training program aims to **develop** among public servants their **commitment to manifest** their desirable values vis-a-vis the shared values of their organization. Becoming aware of their personal values, as well as their family values and traditions will help them understand how the organization works and how their personal values are integrated with the shared values and culture of their organization. The manifestation of desirable public service values contributes to individual productivity and the success of the organization. The training program will expose participants to experiential learning sessions and collaborative learning activities using the 4 A's 1) **Activity**- with self-reflection and collaborative activities; 2) **Analysis/Processing** of their personal and work-related experiences; 3) **Abstraction**-providing inputs for the participants' awareness and understanding of the value concepts and transformation processes; 4) **Application** - expected application of the learnings gained from the modular sessions towards the end of the training with a pledge of commitment and a workable plan of action.

Objectives

At the end of the training, the participants will be able to:

1. Identify significant personal and family values that motivate them for better work productivity and performance.
2. Identify significant values of their organization that boost work productivity and enhance performance.
3. Relate their personal and family values with the values of the organization.
4. Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
5. Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

Target Participants: Government Officials and Employees

Venue: Virtual via Zoom (For face to face and exclusive training, please request for quotation)

Training Fee: Php 4,200 per participant

Credit Hours: Twenty-Four (24) training hours

Course Contents

Day 1	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
Day 2	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan
Day 3	Module 5: Monitoring my Individual Progress Closing Program



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CONFIRMATION SLIP

Program/Course Title		Boosting Employee Productivity through Values Formation	
Dates of Conduct		Batch No.	
No.	Complete Name (Surname, Given Name M.I.)	Position	Mobile No.
1			
2			
3			
4			
5			
7			
8			
9			
10			

*Additional sheet/s may be used if necessary.

Agency/Company	Region
Contact Person	Contact Number

 Signature Over Printed Name
 Head of Agency/Authorized Representative

PAYMENT DETAILS

Bank Name : Land Bank of the Philippines
 Branch : West Avenue, Quezon City
 Account Name : ARCZONE Professional Development, Inc.
 Account No. : 0231-1676-33

Note: Please send a copy of the signed confirmation slip and proof of payment to arczone.trainings@gmail.com. Participants also need to upload a copy of the signed confirmation slip to proceed with their online registration. For self-registered participants, proof of payment will be asked upon registration.



This

CERTIFICATE OF ACCREDITATION

is awarded to

ARCZONE PROFESSIONAL DEVELOPMENT, INC.

2nd Floor Overland Park Building, Banawe St. corner Quezon Ave., Quezon City

for having satisfactorily met all the accreditation requirements and is therefore found qualified to provide learning and development interventions on Leadership Development, Human Resource Management, Organization Development and Personal & Professional Effectiveness that are relevant to the duties attached to incumbents of career and non-career positions in the civil service.

The accreditation is valid for three (3) years from December 15, 2020 to December 14, 2023.

ATTY. AILEEN LOURDES A. LIZADA
Commissioner




ALICIA dela ROSA-BALA
Chairperson

VACANT
Commissioner

Attested by:



ARTHUR LUIS P. FLORENTIN
Executive Director IV

CSC Resolution No: 2001073

Certificate No: 2020-0008



**PROGRAM ACCREDITATION
of ARCZONE Professional
Development, Inc.**
x-----x

Number : 2300800
Promulgated : 01 September 2023

RESOLUTION

WHEREAS, the Civil Service Commission (CSC) approved the Amended Implementing Guidelines on the Accreditation of Learning and Development Institutions (ALDI) under CSC Resolution No. 2100220 dated 02 March 2021 that amended CSC Resolution No. 1600770 dated 13 July 2016;

WHEREAS, Section V.4.b of CSC Resolution No. 2100220 dated 02 March 2021 on the Amended ALDI Guidelines required that the submitted designs of the programs, courses, and/or services of the institution shall be certified in line with the accreditation of the institution;

WHEREAS, ARCZONE Professional Development, Inc., an accredited learning and development institution, has requested the CSC to certify its program, entitled “Boosting Employee Productivity through Values Formation”; and

WHEREAS, based on the set standards contained in CSC Resolution No. 2100220 dated 02 March 2021, the program of ARCZONE Professional Development, Inc., has been found to have satisfactorily met all the accreditation requirements;

WHEREFORE, the CSC **RESOLVES** to grant accreditation to the program entitled “Boosting Employee Productivity through Values Formation” of ARCZONE Professional Development, Inc.

Quezon City.

ATTY. KARLO A. B. NOGRALES
Chairperson

ATTY. AILEEN LOURDES A. LIZADA
Commissioner

ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:

Digitally signed by KATHERINE
LIMARE-DELMORO
Date: 2023.09.04 13:52:36 +08'00'

KATHERINE LIMARE-DELMORO

Director IV
Commission Secretariat and Liaison Office

Bawat Kawani, Lingkod Bayani