



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Advisory No. 269, s. 2024
November 19, 2024

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.
(Visit www.deped.gov.ph)

**INTERNATIONAL SEMINAR WORKSHOP
FOR THE CAPABILITY ENHANCEMENT OF NON-TEACHING PERSONNEL
AND ACADEMIC SUPPORT STAFF**

The Center for Human Research and Development Foundation (CHRDF) Inc. designed programs geared towards improving the non-teaching workforce in the Department of Education.

The seminar-workshop aims to explore and identify the core behavioral competencies for personnel and staff.

Expected participants are non-teaching personnel from the Schools Division Offices in the National Capital Region.

For more details, please contact:

Secretariat
Telephone number – 8330-8233

ORD/PAU



Address: 6 Misamis St., Bago Bantay, Quezon City
E-mail address: ncr@deped.gov.ph
Website: depedncr.com.ph



Certificate No. PMP QMS
24 03 0153



November 14, 2024

Dir. Jocelyn DR. Andaya
Regional Director, National Capital Region
Department of Education

Dear Director Andaya:

Greetings in the name of empowering the Philippine Education!

In response to the Department of Education's concerted efforts to improve teaching quality in schools to enhance proficiency levels in mathematics, reading, and science in the recent Programme for International Student Assessment (PISA), the Center for Human Research and Development Foundation (CHRDF) Inc. prepared programs geared towards improving the non-teaching work force in the Department of Education. This endeavor is in full support of the current implementation of the revised K-10 MATATAG curriculum that you spearheaded to address the emerging challenges in basic education. We organized a professional development program that aims to strengthen the role of academic support staff in realizing the MATATAG four-point agenda.

We would like to invite your non-teaching personnel and all interested parties to join **International Seminar Workshop for the Capability Enhancement of Non-Teaching Personnel and Academic Support Staff as Administrative Assistant, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers** on December 13-15, 2024 at Cooyeesan Plaza Hotel, Baguio City.


Pursuant to the DepEd Order no. 40 s. 2020 or Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic, this program is geared towards exploring the expected core behavioral competencies for academic staff.

In this regard, we would like to seek your support by helping **us disseminate this information to DepEd personnel through an advisory**. In compliance with DepEd Order no. 9, S. 2005 or Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, we wish to inform the public that the first day of CHRDF seminars which will fall on Friday and regular work day will be done in blended modality. Option for (1) in-person, (2) synchronous online via Zoom attendance and (3) video on demand will be made available.

Please take note that trainings for non-teaching personnel is not under NEAP and not part of any moratorium. We wish to further clarify that our request is not for endorsement (DO-No.-37-s.-2010) or in violation with no collection policy (DO 19, s. 2008) because participants will pay using personal funds.

For other inquiries, please email us at chrdf.inc@gmail.com or text us during office hours at 09989925601. Thank you and we look forward to serving you.

Sincerely yours,


Ms. Virginia P. Gapuz
President

Center for Human Research & Development Foundation Inc.

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines 8330-8233 | 332-1114 | 925-1127



| | |
|---------|---|
| 10:30 | Presentation of action plan |
| 12:00 | Lunch break |
| 1:00 | Presentation of out-put |
| 4:00 | Closing Program, Awarding of Certificates, Evaluation and Reminders |
| 5:00 PM | End of the Seminar Workshop |

Important: *This training program is under intellectual property rights of CHRDF Inc.*

| Registration | Early bird (discounted) until Nov. 30, 2024 | Regular registration From Dec. 1-12, 2024 |
|-------------------|---|---|
| Individual | ₱3,200.00 per head | ₱3,500.00 per head |
| Group of 3-5 pax | ₱2,800.00 per head | ₱3,000.00 per head |
| Group of 6-10 pax | ₱2,400.00 per head | Not applicable |

| | |
|------------------------|--------------------|
| Onsite (Dec. 13, 2024) | ₱3,700.00 per head |
|------------------------|--------------------|

Inclusion: Access to online and face to face sessions, conference kit, AM & PM snacks, lunches, e-handouts and printed certificates.

IMPORTANT: This is a LIVE-OUT training, people living outside Baguio City will make own arrangements for their accommodation and meals.

Registration and payment process:

1. Pay the amount using any of the following payment channels:

Bank Deposit (Over the Counter) or

GCash/ Maya, please use TRANSFER not express send:

Savings Account name: **CHRDF Inc.** (This a corporate/business account)

Metrobank Account no. 473-3-47312516-2 or

Asia United Bank (AUB) Account no.: 538-01-000060-8

Palawan Express (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601

2. Take a screenshot of your successful transaction
3. Email the screenshot to chrdf.inc@gmail.com with subject **NTP-Baguio City** and in the body, write your name and email address
4. Expect a reply within the day (if sent within business hours) and fill out the form we will send you.
5. Expect another email 1 day before the learning event for final instructions and reminders regarding the seminar



International Seminar Workshop for the Capability Enhancement of Non-Teaching Personnel and Academic Support Staff as Administrative Assistant, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers

Program rationale:

The primary purpose of this training program is to provide opportunities for upskilling and retooling of the allied services personnel in DepEd such as planning officer, human resource management officers, accountants, cashiers, librarians, office clerks, secretaries, admin officers and other support personnel.

The teacher-participants are expected to:

1. Explain how artificial intelligence (AI) can enhance and boost performance in the workplace;
2. Identify the vital role of non-teaching personnel in the effective implementation of the curriculum;
3. Describe how different generations, their core values and preferences impact work and strategy execution;
4. Utilize regulatory standards as a guide to apply policies, procedures, standards and occupational safety and health principles;
5. Explain how DO_s2016_035 or Learning Action Cell can promote lifelong learning in the workplace; and
6. Address the different computer and internet-based applications that will facilitate efficient transactions in the office as non-teaching personnel.

What certificates can get from this training?

1. Certificate of Participation with 24 training hours
2. 6 Certificates of Attendance
3. Certificate of Recognition for workshop
4. Certificate of appearance
5. Certificate of membership to professional organization (SEaRCH) valid for 1 year

Program of Activities (Training Matrix)

| Day 1 | |
|--------------|---|
| 8:00 A.M. | Opening program & Orientation |
| 9:00 | Parallel sessions: Session 1A: Records Management Session 1B: Communication in the Workplace |
| 12:00 P.M. | Lunch |
| 1:00 | Parallel sessions: Session 2A: Occupational Safety & Health Session 2B: Understanding Cyberspace Security |
| 4:00 | Continuation of session |
| 5:00 | End of day 1 |
| Day 2 | |
| 8:00 | Registration & Preliminaries |
| 8:30 | Session 3: Harnessing the Power of Artificial Intelligence for Administrative Work through Digital Literacy |
| 10:00 | Health break |
| 10:30 | Session 4: Developing Action Research for Non-Teaching Personnel |
| 12:00 PM | Lunch break |
| 1:30 | Session 5: Advocating Child Friendly School |
| 3:00 | Health break |
| 3:30 | Session 5: ISO Quality Assurance in Educational Settings |
| 5:30 | End of day 2 |
| Day 3 | |
| 8:00 AM | Registration & Preliminaries |
| 8:30 | Session 6: Promoting Work-Life Balance and Well-Being |
| 10:00 | Health break |