

**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  
SEC Registration no. 166734 NEAP Authorization No. LSP-2020-0035-1116 PRC Accreditation no. PTR 2020-040




With this, we would like to seek your support by helping us disseminate this information to DepEd teaching personnel through an advisory.  
These training programs will be done using blended learning approach (online and face to face) to ensure adherence to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

For other inquiries, please email us at [chrdf.inc@gmail.com](mailto: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



**Republika ng Pilipinas**  
**Kagawaran ng Edukasyon**

REHIYON V  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

February 21, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public School Heads  
All Others Concerned

For information.

  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
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[naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)



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**Center for Human Research & Development Foundation Inc.**

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines 8350-8233 | 332-1114 | 929-1127  
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February 20, 2024

**Schools Division Superintendent**  
Department of Education

Dear Sir/ Madam:

Greetings of Peace!

In support with Vice president and Education Secretary Hon. Sara Z. Duterte's MATATAG Curriculum especially the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> pillars of the program- **TA**ke steps to accelerate the delivery of basic education services and provision facilities, **TA**ke good care of learners by promoting learner well-being, inclusiveness learning, and positive learning environment and **GI**ve support for teachers to teach better, the Center for Human Research and Development Foundation (CHRDF) Inc. prepared programs geared towards strengthening the workforce in the Department of Education especially the current and aspiring non-teaching personnel. We would like to invite your non-teaching personnel to join the **National Seminar Workshop for Non-Teaching Personnel on Administrative, Records, Human Resource and Finance, ICT Services towards Transformational Workforce** is a fully online self-paced training beginning February 26, 2024. The theme of this training program is Academic Support Staff as Champions of MATATAG Curriculum Implementation in Basic Education

**Program description:**

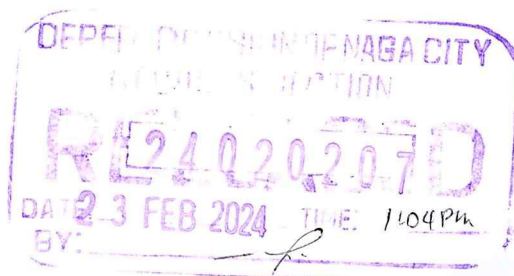
This program has been designed for all current and aspiring non-teaching personnel who are responsible in providing technical support in the effective delivery and implementation of Basic Education Development Plan 2030. This will be a series of interrelated seminar-workshops that aims to provide opportunities 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 focus of the various training programs are the identified core behavioral competencies based on evidenced-based practices here and abroad. Meaningful guidance and skills will be provided so that the participants may be able to attain or exceed objectives with intended learning outcomes together with other members of their organization.

**Program objectives:**

By the end of each seminar- workshop, participants will be able to:

- Enumerate the expectations of administrators for all academic support staff;





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- Provide opportunity for benchmarking;
- Apply critical steps for effective planning and project implementation;
- Explain the value of establishing and maintaining work relations;
- Implement guidelines for work innovation and managing change;
- Apply the critical steps for high quality decision-making; and;
- Conduct effective meeting using the required guidelines

**Self-paced learning** means you can learn in your own time and schedule. You don't need to complete the same assignments or learn at the same time as others. You can proceed from one topic or segment to the next at your speed.

Topics: **Records Management, Policies for Civil Servants, Advocating Child Friendly School, Effective Communication, Conflict Resolution & AI in the Workplace**

Registration fee: ₱899.00 per head (payment for entire program) inclusive of access to sessions/modules, recorded videos, earn national-level certificates of participation, recognition, completion, attendance and appearance

### 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 MATATAG** together with 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 on how to exclusively access the training program.



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