

NOV 19 2024



**ADVISORY No. 302 s. 2024**

November 13, 2024

In compliance with DepEd Order (DO) 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

**INVITATION FROM CENTER FOR HUMAN RESEARCH & DEVELOPMENT  
FOUNDATION INC.**

The Center for Human Research and Development Foundation (CHRDF) invites interested parties to join the **International Seminar-Workshop for the Capability Enhancement on 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.

Other information and registration details are found in the attached basic communication.

For other inquiries, please email [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) or text cellphone number 09989925601.

Participation in this activity is on a voluntary basis only

For information.

HRDD/rtb/mvt  
11/13/2024



**Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V**

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



November 18, 2024

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

For information.



DM 31, s. 2019 Rider Rev. 01



SUSAN S. COLLANO CESO V  
Schools Division Superintendent  
Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
0998-630 0070  
naga.city@deped.gov.ph

**Center for Human Research & Development Foundation Inc.**  
7-B Cavite Street Barangay Pallok 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



November 11, 2024

**Schools Division Superintendent**  
Schools Division Office  
Department of Education

Dear Sir/ Madam:



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 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](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

24119425



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

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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	P3,200.00 per head	P3,500.00 per head
Group of 3-5 pax	P2,800.00 per head	P3,000.00 per head
Group of 6-10 pax	P2,400.00 per head	Not applicable

Onsite (Dec. 13, 2024)	P3,700.00 per head
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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](mailto: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.

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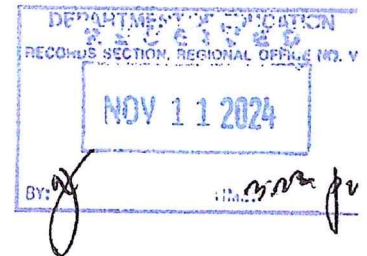
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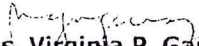
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