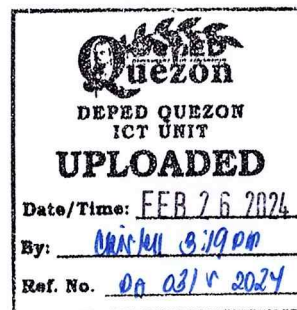




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 031, s. 2024

February 23, 2024


In compliance with DepEd Order (DO) No. 8, s. 2013,
this advisory is issued not for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**NATIONAL SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL ON
ADMINISTRATIVE, RECORDS, HUMAN RESOURCE AND FINANCE, ICT SERVICES
TOWARDS TRANSFORMATIONAL WORKFORCE**

The Center for Human Research and Development Foundation (CHRDF) will conduct a National Seminar Workshop for Non-teaching Personnel on Administrative, Records, Human Resource and Finance, ICT Services towards Transformational Workforce. The program is 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. It aims to provide upskilling and retooling of the allied services personnel in DepEd.

Please be advised that participation to the said program should be **voluntary**, and other related costs which may be incurred by the applicants shall be on **personal expense**. They are also reminded to **strictly observe Time-On-Task Policy**, and **strict compliance to No Disruption of Classes Policy of the Department as stipulated in DepEd Order No. 09, s. 2005**.

For further details on the conduct of the said program, please see attached document for reference.


hrds02/23/2024

DEPEDQUEZON-TM-SDS-04-011-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

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

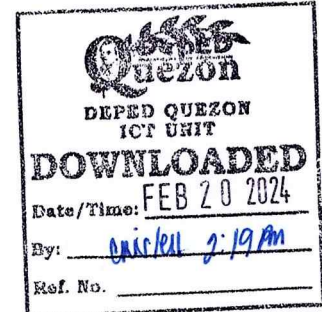


February 20, 2024

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 2nd, 3rd and 4th 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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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 or text us during office hours at 09989925601.

Thank you and we look forward to serving you.

Sincerely yours,


Ms. Virginia P. Gapuz
President