



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

DIVISION ADVISORY NO. 069, s. 2021
 May 27, 2021

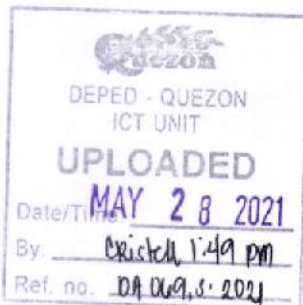
In reference to the request of the **Southeast Asian Institute of Educational Training, Inc.** through the Regional Office dated May 20, 2021, to disseminate information regarding their online activity on **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization**, this Advisory is issued for the information of all the Public Schools District Supervisors, Public Elementary and Secondary School Heads, Teaching and Non-Teaching Personnel and all others concerned.

INTERNATIONAL TRAINING ON DIGITAL WORKPLACE LEADERSHIP: AN ONLINE TRAINING COURSE FOR NON-TEACHING PERSONNEL IN AN EDUCATIONAL ORGANIZATION

The **Southeast Asian Institute of Educational Training, Inc.**, a NEAP-authorized learning service provider, will conduct an **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization**. Interested participants are hereby advised to see the attached document for reference on the schedules of the activities, and other pertinent information.

Participation to the said activity should be **voluntary**, and related cost which may be incurred by the participants shall be on **personal expense or sourced from a legitimate local government unit donor**. Participants 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.

Please be guided accordingly.



ELIAS A. ALICAYA JR., EdD
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

hrdmgd05/27/2021

DEPEDQUEZON-TM-SDS-04-011-003



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



Office of the Regional Director

May 20, 2021

To: Schools Division Superintendents

Dear Superintendents,

This is to inform about the request of **Southeast Asian Institute of Educational Training Inc.**, an authorized Learning Service Provider by NEAP, to disseminate their self-paced, online training titled **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization.**

The said online course will tackle Digital Workplace Leadership, Kaizen in Education, Creative Thinking in the Workplace, Leading the Self and Teamwork, Stress Management, and Resilience. The program is open from June 10, 2021 to January 30, 2022.

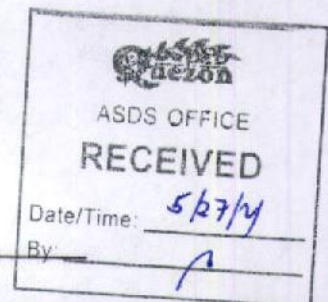
Target participants to this self-paced, online training are non-teaching personnel. Interested participants are reminded of the following conditions:

- a. participation is strictly on a **voluntary basis**;
- b. expenses to be incurred shall be on a personal basis or sourced from a legitimate local government unit or donor; and
- c. strict observance of **time-on-task policy** or the **no disruption of classes** policy of the Department.

Please be guided accordingly.

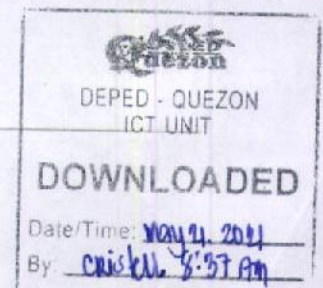
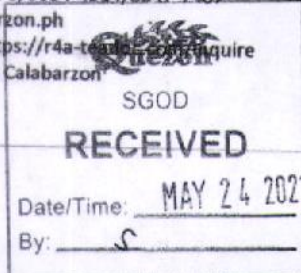
Very truly yours,

FRANCIS CESAR B. BRINGAS
Regional Director *amb*



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
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SOUTHEAST ASIAN INSTITUTE OF EDUCATIONAL TRAINING, INC.

B3 L42 Love Street, St. Anthony, San Fernando City, Pampanga
Securities and Exchange Commission Registration No. CN201114829
Authorized Department of Education (DepEd) Learning Service Provider
Accredited CPD Provider of the Professional Regulation Commission

May 14, 2021

Dr. FRANCIS CESAR B. BRINGAS
Regional Director
DepEd- Regional Office IV-A
Cainta Rizal

Dear Dr. Bringas:

We have conducted trainings in the Philippines and some cities in Southeast Asia. We have also tapped the following foreign experts as our trainers: Dr. Ho Thanh My Phuong- Director, SEAMEO RETRAC, Ho Chi Minh City, Vietnam; Dr. Ida Karnasih- Former Deputy Director, SEAMEO QITEP, Jakarta, Indonesia; Dr. Dennis Berg- Professor, California State University Fullerton/ Fulbright Scholar, China University of Hong Kong; Dr. Stephanie Phillip- National University of Singapore; Dr. Radhika Haydev Ramachantanh- National University of Singapore; Engr. Timothy Wooi- Innovations, Malaysia; Josephine Gu Lao- Ministry of Education, Malaysia; Laura Riavitz, Austria; Dr. Ng Khar Thoe-SEAMEO-RECSAM. Penang, Malaysia; Dr. Piere Chong, University of Science, Malaysia; Dr. Lawrence Buck, United Kingdom and Caitlin Manning Riley, USA.

Pursuant to DepEd Order No. 1, s 2020, the Southeast Asian Institute of Educational Training, Inc. has already been authorized as Learning Service Provider of the Department of Education-National Educators Academy of the Philippines (Authorization No. LSP- 2020-0001). We are also an Accredited CPD Provider of the Philippine Regulation Commission.

We are once again requesting for an advisory and at the same time invite your personnel to the **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization**. The course tackles the topics Digital Workplace Leadership, Kaizen in Education, Creative Thinking in the Workplace, Leading the Self and Teamwork, Stress Management and Resilience. Resource persons include Engr. Timothy Wooi (Malaysia), Laura Riavitz (Austria) and Caitlyn Manning Riley (USA).

This online training is Self- Paced. Participants may register anytime and start the program as soon as they want. They may work on the lectures and assessment activities at their own time and pace within one month. Certificates shall be issued upon completion of the course. It shall be offered from June 10, 2021 to January 30, 2022.

The cost of the training per participant is Php 1500.00 inclusive of certificates, one-month access to courses, and downloadable transcribed materials. Payments may be done through the following:

G-Cash: 09175147952

BDO: Account Name: Southeast Asian Institute of Educational Training, Inc
Account No. 010198003143

For more information, please feel free to contact us at 09175147952 or email us at ed.soliman@seaieti.com. You may also verify other information by visiting our website www.seaieti.com

Attached is the training design for your reference. Thank you and stay safe.

Respectfully,

Eduardo M. Soliman
Managing Director



Republic of the Philippines
Department of Education
National Educators Academy of the Philippines

awards this

Certificate of Authorization

to

Southeast Asian Institute of Educational Training, Inc.

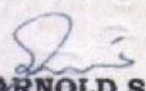
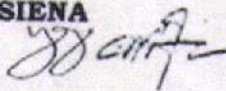
33 L42 Love St., Saint Anthony Subdivision, City of San Fernando, Pampanga


for having complied with the requirements for the
NEAP Authorization of Learning Service Provider
in accordance with **DepEd Order No. 1, s. 2020**

also known as *Guidelines for NEAP Recognition of Professional Development
Programs and Courses for Teachers and School Leaders.*

Authorization No. LSP-2020-0001-1020

*Given this 20th day of October 2020.
Expires on 19th day of October 2023.*


JOHN ARNOLD S. SIENA
Director IV 


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INSTRUCTIONAL DESIGN

PROGRAM TITLE:

INTERNATIONAL TRAINING ON DIGITAL WORKPLACE LEADERSHIP

An Online Training Course for Non-Teaching Personnel in an Educational Organization

PROGRAM DESCRIPTION:

The speed and scope of the current pandemic crisis poses extra challenges for education and necessitates good leadership more than ever (Brammer & Clark, 2020). The role of education leaders includes leadership authority and power, manager or officers, or may be loosely defined, such as a team leader who may not have an official authority but has responsibilities in the educational realm (Day & Sammons, 2016). And it should be made clear that the role of educational leadership is not only exclusive to school heads and teachers with academic positions. It also includes those that are involved in various areas of operation of the whole educational organization such as human resource and training, planning, budget and finance, procurement, guidance and counseling, health, maintenance, education support and others. Thus, this online training series is proposed to provide equal professional development opportunities to the non-teaching personnel of the Department of Education (DepEd). And pursuant to the agreement made by DepEd Management and DepEd- National Employees' Union (DepEd- NEU), DepEd's Non- Teaching personnel have been allowed to participate in activities to improve their skills...(May, 2018). Further, both parties agreed to have such activities on official business (Alidon, 2018).

The training is a three- day self- paced program that offers a practical, personalized learning approach, backed up by theory and research. Participants will be exposed with technology, digital tools and methodologies of Digital Leadership to sharpen up their digital leadership capabilities to understand how to capitalize on their strengths and improve their weaknesses. They will get a well-rounded understanding of leading in a digital age to pair their experience with leading digital educational organizations. The participants will also get the chance to learn thinking tools needed to become creative leaders. They will also be exposed to various types of teams and gain knowledge on the best practices of managing them. The program also offers valuable insights on how to manage relationships within the organization. Realizing that taking leadership roles is a heavy task, the Southeast Asian Institute of Educational Training, Inc. includes stress management and resilience as an integral part of this program. In this final part of the training program, the participants are expected to be introduced to concepts surrounding resilience and stress response.

Day 1: DIGITAL WORKPLACE LEADERSHIP AND KAIZEN IN EDUCATION
ENGR. TIMOTHY WOOL, Malaysia

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person¹	Time Allotment For Each Topic	Methodology	Evaluation Method or Tools To Be Used
Introduce participants to the requirements of the digital age.	Explain the need for a technology leader.	Introduction to Leadership in the Digital Age	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	Quiz Checklist Survey
Discover concepts and tools in digital workplace.	Identify demands and variables of digital workplace	Digital Workplace and its Definition			
Be correctly guided on the principles and practices of digital workplace.	Gain understanding on the use of digital workplace in the organization.	Common Misconceptions about a Digital Workplace Platform			
Engage participants on the importance of technology in making work done	Discuss digital transformation and cultural change among employees.	Why do Organizations Need a Digital Workplace?			

<p>Gain knowledge on accessing apps, business data and projects through a digital workplace's central platform.</p> <p>Identify areas of opportunities in the digital workplace.</p>	<p>Demonstrate how central platform works to improve work experience and save time.</p> <p>Cite examples on how digital workplace streamlines procedures to make work efficient.</p>	<p>Improving Employee Experience by Digitally Transforming the Workplace</p> <p>The Future of Work is the Digital Workplace</p> <p>The Five Pillars of Digital Workplace Strategy</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz Performance Checklist Visual Reflection</p>
<p>Introduce participants to concepts of lean and kaizen.</p> <p>Gain mastery of the kaizen improvement process.</p> <p>Adapt kaizen strategies in the education setting</p>	<p>Discuss where kaizen originated and how it has been applied in various industries.</p> <p>Explain the application of kaizen principles in various industries.</p> <p>Adapt strategies to improve procedures in an educational organization</p>	<p>The Concept of Lean and Kaizen and its Origin</p> <p>The Five Principles of Kaizen: Seven Steps of Improvement Process Creation of Kaizen Culture</p> <p>Strategic Application of Kaizen in an Educational Organization</p>	<p>Learning activities for the course will be delivered by Asynchronous method</p> <p>Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at any time. E-mail or discussion forums are examples of asynchronous communication tools.</p> <ul style="list-style-type: none"> o Recorded presentation, 	<p>Visible Thinking Exercises Guided Essay Evaluation and Feedback</p>

DAY 2: CREATIVE THINKING IN LEADERSHIP
LAURA RIAVITZ, Austria

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person ¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²
Discover concepts and tools in digital workplace.	Differentiate the different thinking tools.	INTRODUCTION TO CREATIVITY Individual Creativity: Systemic Inventive Thinking and the Five Thinking Tools	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	Quiz Checklist Survey
Develop collaborative skills in performing the team	Demonstrate skills in working within a team.	Group Creativity: How to be Creative Together			
Improve participants' resilience skills.	Engage in activities leading to positive self-reinforcement.	LEADING ONE'S SELF Managing Mindset: Motivating and Leading Self in Tough Times			
Strengthen participants' grip on one's behavior.	Demonstrate self-rewarding activity.	Managing Behavior: Setting Goals, Rewarding and Leading Self out of Failure			
Realize the importance of relationships with both bosses and co-workers.	Describe characteristics of relationships needed to maintain relationships within the organization.	Managing Relationships: Managing the Boss, Colleagues and Leading by Example			

<p>Equip participants with skills required in managing teams.</p> <p>Adapt practices in creating performing teams.</p> <p>Overcome challenges in managing diverse personalities and cultures in a team.</p>	<p>Describe the tasks of leaders with focus on sorting of expectations, setting goals, and motivating team members.</p> <p>Develop skills in communicating with the team.</p> <p>Discuss how to best manage various teams based on their characteristics.</p>	<p>MANAGING TEAMS</p> <ul style="list-style-type: none"> • Managers Lead the Course • Managers are Motivators • Managers Shape Each Person in their Team <p>Best Practices in Managing Teams</p> <p>Managing Different Types of Teams</p> <p>DEVELOPING EXECUTIVE PRESENCE</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz Performance Checklist Visual Reflection</p>
<p>Get participants oriented with the importance of executive presence.</p> <p>Equip participants with new knowledge on thinking patterns.</p> <p>Develop participants' emotional proactivity.</p>	<p>Explain passion and positivity alongside factors of executive presence.</p> <p>Discuss relationship between thinking patterns and executive presence.</p> <p>Demonstrate actions that reflect self- confidence</p>	<p>Understanding Executive Presence</p> <p>Thinking Perspectively</p> <p>Feeling Self- confident</p>	<p>Learning activities for the course will be delivered by Asynchronous method Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at</p>	<p>Visible Thinking Exercises Self- Assessment Rubric</p>

Develop the discipline of making a projection.	Strategize activities that lead to action patterns.	Making a Projection		any time. E-mail or discussion forums are examples of asynchronous communication tools. <ul style="list-style-type: none"> Recorded presentation, such as slideshow and videos Online quiz 	Evaluation and Feedback
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**DAY 3: STRESS MANAGEMENT AND RESILIENCE
CAITLIN MANNING RILEY, USA**

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives²
Introduce participants to the course expectation	State objectives of the course.	Introduction	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	Quiz Checklist Survey
Realize what stress response is and how it can be maladaptive in the modern world.	Explain how engaging with children complicates the more typical job-related stress	Stress Response and the Caring Professions			
Gain understanding the purpose of resilience	Assess frequency of current self-care strategies	Introduction to Resilience			
Acquaint participants to the domains of personal resilience.	Create SMART goals for strengthening each type of resilience	The Five Domains of Personal Resilience Psychological Physical Social- Emotional			

		<p>Spiritual Occupational</p> <p>Conclusion</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz Performance Checklist Visual Reflection</p> <p>Evaluation and Feedback</p>
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References:

Brammer & Clark. (2020). COVID-19 and Management Education: Reflections on challenges, opportunities, and potential futures. *British Journal Management*, 31(3), 453-456. <https://doi.org/10.1111/1467-8551.12425>

Day & Sammons. (2016). *Successful school leadership*. Education Development Trust.

Neil Alcober. (December 20, 2018). <https://www.manilatimes.net/2018/12/20/campus-press/deped-allows-non-teaching-staff-to-participate-in-seminars-conferences/484940/>