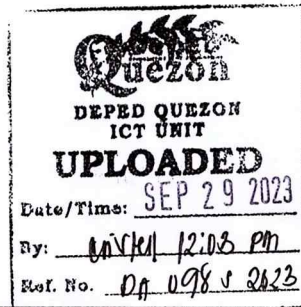




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 098, s. 2023

September 26, 2023

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)

INTERNATIONAL SEMINAR WORKSHOP ON STRATEGIC LEADERSHIP AND MANAGEMENT FOR HUMAN RESOURCE PROFESSIONALS EDUCATIONAL SETTINGS

The Center for Human Research & Development Foundation will conduct a year-long Professional Development programs for non-teaching personnel which aims to support the non-teaching personnel to the continual change, especially in the Volatile, Uncertain, Complex and Ambiguous (VUCA) world that we are living.

For further details on the conduct of the said in-person programs, please see attached document for reference.

Please be advised that application to the said program should be **voluntary**, and related cost which may be incurred by the applicants shall be on **personal expense** or sourced from a **legitimate local government unit donor**. 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**. Interested teacher-participants are further advised to submit a letter informing the Schools Division Office through the Human Resource Development (HRD) Section regarding their participation to the said program.

Please be guided accordingly.


hrdrum09/26/2023

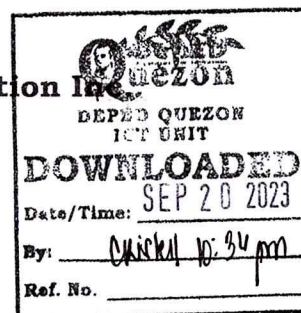
DEPEDQUEZON-TM-SDS-04-011-003



"Creating Possibilities, Inspiring Innovations"

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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Website: www.depedquezon.com.ph

Center for Human Research & Development Foundation Inc.
7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



September 18, 2023

Office of the School Division Superintendent
Department of Education

Thru: **Office of the Human Resource Development Department**

Dear Sir/Madam:

Greetings of Peace!

Since 1994, the Center for Human Research and Development Foundation Inc. as a non-stock and non-profit organization collaborated to various community stakeholders in providing high quality and relevant learning and development programs. As the new year begins, we have designed year-long professional development programs for non-teaching personnel. We are well aware on the various steps carried out by the Department of Education to improve the education over the years. We are one in lauding and celebrating all these unwavering efforts and achievements.

For an organization to be effective and be able to deliver its intended outcomes, its workforce needs to be skilled, competent and confident. Across all sectors, it means that they are subject to continual change, especially in the Volatile, Uncertain, Complex, and Ambiguous (VUCA) world that we are living. The pandemic is a real game changer. The non-teaching employees' competence requires enhancement and operate by being flexible, agile and continually evolving. Thus, our organization designed the **LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**. Come December 6-8 2023, we will gather Human Resource Professionals from educational institutions in DBP Training Complex, Baguio City for the **International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings**.

The training program we prepared is consistent to DepEd Order no. 32, s. 2011 or Policies and Guidelines on Training and Development (T&D) Programs and Activities and 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.

The follow activities and topics will be covered in this learning event:

Day 1

Opening program, orientation and perspective setting

Session 1: Conducting Effective EOMS Internal Audit

Session 2: Positive Psychology: Promoting Work-Life Balance and Flourishing Well-Being

Center for Human Research & Development Foundation Inc.

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



Day 2

Session 3: Promoting Lifelong Learning: Designing Competency-based Training

Session 4: Revisiting Enabling Laws and Policies for Civil Servants

Day 3

Session 5: HR Today: Human Capital Management

Session 6: Effective Leadership through Behavioral Communication

Closing Program

Target participants: HRD personnel from educational settings and other non-teaching personnel who could benefit from the topics of this learning event

Important: Training for non-teaching personnel is **NOT** covered by or under NEAP.

Registration fee will be collected to cover all the expenses.

LIVE-OUT	Individual	Group (Min. of 3 pax)
Early bird rate (on or before Nov. 27, 2023)	₱6,500.00	₱6,000.00
Regular rate (Nov. 28 2023 onwards)	₱7,500.00	₱7,000.00

Inclusions: Conference kit, attendance to plenary sessions, printed certificate of attendance, participation, appearance, Certificate of recognition for workshop sessions, meals- AM/PM snacks and lunches, handouts

LIVE-OUT	Individual	Group (Min. of 3 pax)
Early bird rate (on or before Nov. 27, 2023)	₱8,500.00	₱8,000.00
Regular rate (Nov. 28 2023 onwards)	₱9,500.00	₱9,000.00

Inclusions: Conference kit, attendance to plenary sessions, printed certificate of attendance, participation, appearance, Certificate of recognition for workshop sessions, 3 day 2 night accommodation (triple sharing) meals- Breakfast AM/PM snacks and lunches, handouts

PAYMENT PROCESS:

G-Cash/ Paymaya (Please use SEND MONEY TO BANK option & NOT express send) or Over-the-counter payment
Please use the details below: For surname put Foundation

Bank name: Metropolitan Bank Trust Company (Metrobank)
Account name: CHRDF Inc.
Savings Account no.: 473-3-47312516-2

Bank name: Asia United Bank (AUB)
Account name: CHRDF Inc.
Savings Account no.: 538-01-000060-8

or Palawan Express (Send Money Form)
Receiver: Virginia P. Gapuz Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at chrdf.inc@gmail.com

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7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



with subject **HRD23** and in the body complete name and organization/ name and address of SDO/RO.

Interested participants may pre-register here to receive a personalized invitation letter (if needed) and updates about this training program <https://forms.gle/pxCHyp2YKXx9dVtM6>

For any questions, you may contact us at 09989925601 (text only) or email me at chrdf.inc@gmail.com for complete details such as registration fee and program details.

Thank you and we look forward to serving you.

Sincerely yours,


Mr. Jeffrey M. Mayor, LPT
Executive Director

Attachment to CHRDF, Inc. invitation letter for training designed for HRD professionals (September 18, 2023)