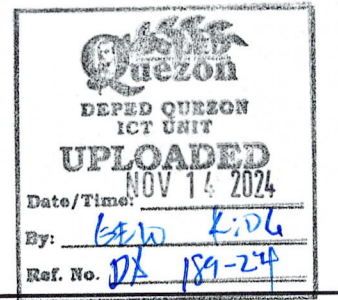




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**DIVISION ADVISORY NO. 189, s. 2024**  
 November 14, 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.  
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**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**

The Center for Human Research and Development Foundation invites all DepEd Non-teaching personnel to participate in the 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 at Cooyeesan Plaza Hotel, Baguio City.

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.

*sgodhrds11/14/2024 dk*

DEPEDQUEZON-TM-SDS-04-011-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
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✉ [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

**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



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



**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

**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

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	₱3,200.00 per head	₱3,500.00 per head
Group of 3-5 pax	₱2,800.00 per head	₱3,000.00 per head
Group of 6-10 pax	₱2,400.00 per head	Not applicable

Onsite (Dec. 13, 2024)	₱3,700.00 per head
------------------------	--------------------

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.

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

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

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**DIVISION ADVISORY NO. \_\_\_\_\_, s. 2024**  
November 14, 2024

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**NATIONAL CONVENTION: SUSTAINABLE IMPLEMENTATION OF INNOVATIVE SKILLS  
IN HOME ECONOMICS AND TECHNOLOGY EDUCATION**

The Home Economics and Technology Teachers' Organization of the Philippines (HETTOP), Inc. invites all educators and professionals to participate in the National Convention: Sustainable Implementation of Innovative Skills in Home Economics and Technology Education on November 21-23, 2024 at the Carlos P. Romulo Hall, Teachers Camp, Baguio City.

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.

*f.*

sgodhrds11/14/2024 *dr*

DEPEDQUEZON-TM-SDS-04-011-003

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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE



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RECP17RH-002076

DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM

Transaction No. (DTS No.): **RECP17RH-002076**  
 Date: **November 08, 2024 08:43 am** No. of Pages/Folder/Box/Envelope: **1**  
 Document Title : **Letter – Communication of JOSELITO P. PATIO REQUEST FOR ENDORSEMENT**  
 Sector : **Visitor** District : **N/A** Municipality : **N/A**  
 School Name : **N/A**  
 Destination : **N/A** Carrier : **N/A** Action Needed : **Appropriate Action**  
 Document Owner : **JOSELITO P. PATIO**  
 Official Email Address : **hettopinc.2016@gmail.com** Cellphone No. : **09257274446**

\*To track your transaction, please visit [www.deped.gov.ph](http://www.deped.gov.ph)

Document Trail 2: 08 NOV 2024  
 Document Trail 3: **DepEd Quezon ASDS RECEIVED** Date/Time: **13 NOV 2024**  
 Document Trail 4: **DepEd Quezon SGOO RECEIVED** Date/Time: **NOV 13 2024**  
 Document Trail 5: 08 NOV 2024  
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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE

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 School Name : **N/A**

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Page 1/1



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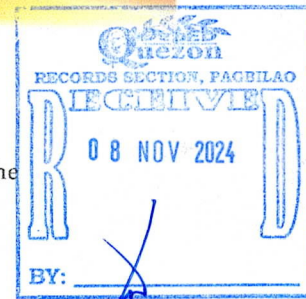
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Republic of the Philippines  
**HOME ECONOMICS & TECHNOLOGY TEACHERS'  
ORGANIZATION OF THE PHILIPPINES (HETTOP), INC.**  
(Professional Organization of Home Economics & Technology Teachers of the  
Philippines)  
Tarlac City  
SEC Reg. No.: CN201816899  
BIR Reg. No.: 4PC0001230136  
CPD Provider: PTR 2019-320



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Technology University

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**JONA J. BIONGCOG, Ph.D.**  
Caraga State University

NOVEMBER 06, 2024

**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent  
Division of Quezon  
Quezon

Dear Dr. Bautista;

Greetings of Peace!

The officers and members of Home Economics and Technology Teachers' Organization of the Philippines (HETTOP), Inc. will conduct its **NATIONAL CONVENTION: SUSTAINABLE IMPLEMENTATION OF INNOVATIVE SKILLS IN HOME ECONOMICS AND TECHNOLOGY EDUCATION** which will be held from November 21-23, 2024, at the Carlos P. Romulo Hall, Teachers Camp, Baguio City. We expect more than 250 participants from all-over the Philippines.

On behalf of HETTOP Inc., I am writing to request an **ENDORSEMENT** from the your good office for our upcoming event which aims to bring together over 250 participants from across the Philippines, including educators and professionals specializing in Agri-Fishery Arts, Home Economics, Industrial Arts, and Information and Communication Technology. The training is accredited by the Professional Regulation Commission with **10 CPD points** which will be awarded to all attendees.

The knowledge and skills to be imparted during this convention are both timely and relevant, addressing the latest innovations in teaching methodologies and technology integration. We are pleased to announce that our event will feature competent and highly commendable keynote and resource speakers who are leaders in their respective fields. Their expertise and insights will provide invaluable contributions to the professional development of our attendees.


By focusing on the sustainable implementation of innovative practices, our sessions will equip educators with cutting-edge tools and strategies to enhance their instructional effectiveness and adapt to the rapidly evolving educational landscape.

We believe that an endorsement from the Department of Education will greatly enhance the visibility and impact of this event, encouraging more educators to participate and benefit from this valuable professional development opportunity.

Attached herewith are the necessary documents for your perusal, including the event program, matrix of activity, and registration details. We respectfully request the Department's endorsement to maximize outreach and facilitate the involvement of more educators.

Thank you for considering our request. We look forward to your favorable response and are available to provide any further information or assistance as needed.

Warm regards,

  
**JOSELITO P. PATIO, EdD.**  
Corporate President, HETTOP, Inc.

For further information please call 0917-825-4143  
HETTOP FB Group Page - HETTOP INCORPORATED





Republic of the Philippines  
**HOME ECONOMICS AND TECHNOLOGY TEACHER  
ORGANIZATION OF THE PHILIPPINES (HETTOP), INC.**  
(Professional Organization of Home Economics and  
Technology Teachers of the Philippines)  
Tarlac City  
SEC Reg.No.CN201816899  
BIR Reg. No. 4RC0001230138  
CPD Provider: PTR – 2019 320

**SUSTAINABLE IMPLEMENTATION OF INNOVATIVE SKILLS  
IN HOME ECONOMICS AND TECHNOLOGY EDUCATION:  
2024 ANNUAL CONVENTION FOR HOME ECONOMICS AND  
TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES**

**RATIONALE**

The Home Economics and Technology Teachers' Organization of the Philippines (HETTOP), Incorporated, has been offering teacher's training, seminars, workshops, and civic group activities since 2016, demonstrating a commitment to professional development and educational excellence.

Over the years, its persistence in sustained efforts to meet the evolving educational needs of teachers in the fields of home economics, technology education, and other related specializations has been continuous. This commitment signals adaptability to changes in teaching methodologies, technology, and curriculum. The organization's longevity contributes to a wealth of experience, resources, and a well-established network within the education sector, enhancing the quality and effectiveness of the teacher training programs.

This year annual training focuses on the Sustainable Implementation of Innovative Skills in Home Economics and Technology Education. The goal is to empower educators to become forward-thinking, environmentally conscious, and skills-oriented Home Economics and Technology Teachers-Innovators. This training will provide opportunities for educators in various disciplines to enrich and upgrade their innovative skills through new networks. It aims to foster collaboration on different knowledge and skills within their respective areas, showcased through exhibits of the said endeavour.

The field of Home Economics and Technology Education is dynamic, with new technologies and methodologies emerging. To ensure educators stay updated with the latest trends and enhance their innovation skills, the following training objectives are:

**I. OBJECTIVES**

1. Equip educators with practical skills and resources for implementing sustainable techniques and practices in home economics and technology education.
2. Elevate pedagogical innovation by introducing cutting-edge initiatives and exploring innovation trends.
3. Acquire practical insights and resources for implementing innovative teaching strategies inspired by the MATATAG Curriculum.
4. Upgrade participants on TESDA's latest developments in skills training and education.
5. Facilitate connections between educators, industry professionals, and experts, fostering a collaborative environment for knowledge exchange and best practices.
6. Establish a framework for continuous improvement, encouraging educators to reflect on teaching practices, seek feedback, and implement changes based on evolving educational needs.
7. Recognize educators who have demonstrated exceptional accomplishments in various fields of discipline, including home economics and technology, and other areas within EPP, TLE, TVE, and TVL.

## II. PARTICIPANTS

The target participants of this training and seminar are elementary, secondary, tertiary teachers, department heads, faculty/instructor, and researchers from public and private schools, colleges and universities in the same discipline.

## III. REGISTRATION FEE

Three Thousand Five Hundred Pesos Only (P3,500.00) will be charged from each participant to cover the three day training including the venue and equipments, meals and snack, training materials & certificates.. The accommodation is not included in the registration fee though there is a promo where the accommodation is free for the first 100 registrants. (NOTE: check-in will start on November 21, 2024 @ 2:00PM and the check-out will be on November 23, 2024 @ 12:00NN).

## IV. GUIDELINES ON SUBMISSION OF DOCUMENTS FOR SEARCH: 1ST HETTOP EXCELLENCE EDUCATION AWARD FOR EDUCATORS AND ADMINISTRATORS AND THE SEARCH FOR OUTSTANDING INNOVATION

The HETTOP Incorporated is open to all interested EPP, TLE, TVE, TVL and other related discipline for the nomination for the following category based on the provision of the Civil Service Commission Memorandum Circular No. 1 s. 2001 titled, Program on Awards and Incentives for Service Excellence (PRAISE).

### 1. CATEGORIES (PUBLIC & PRIVATE)

Each applicant may submit their application form based on the following categories:

#### A. PUBLIC SCHOOLS

##### (12)ELEMENTARY

- 3 Outstanding Elementary Teachers in EPP
- 3 Outstanding Elementary Master Teachers in EPP
- 3 Outstanding Principal in Elementary
- 3 Outstanding Head Teacher in Elementary

##### (12)SECONDARY

- 3 Outstanding Elementary Teachers in EPP
- 3 Outstanding Elementary Master Teachers in EPP
- 3 Outstanding Principal in Elementary
- 3 Outstanding Head Teacher in Elementary

#### B. PRIVATE SCHOOLS

##### (8) ELEMENTARY

- 3 Outstanding Elementary Teachers in EPP
- 2 Outstanding Principal in Elementary
- 2 Outstanding Group Leader/Department Head in Elementary

##### (8)SECONDARY

- 3 Outstanding Elementary Teachers in EPP
- 2 Outstanding Principal in Elementary
- 2 Outstanding Group Leader/Head Teacher in Elementary

#### C. HIGHER EDUCATION INSTITUTIONS HEIs

10 Outstanding Educators

#### (5) NATIONAL LEADERSHIP AND SERVICE AWARD

#### D. OUTSTANDING TEACHER-INNOVATOR

- 1 MOST OUTSTANDING TEACHER-INNOVATOR (PRESENTER)
- 3 OUTSTANDING INNOVATIVE PROJECTS/PROGRAMS
- 1 MOST OUTSTANDING INNOVATIVE PROJECTS/PROGRAMS

### 2. QUALIFICATIONS: PRIVATE, PUBLIC, HEI's

- ✓ The award is open to ALL HETTOP Members Only.
- ✓ Holding a PRC-LET license
- ✓ Atleast three years in teaching service
- ✓ The same/relevant field of expertise
- ✓ Strong credentials/accomplishments (For the last 3 years)
- ✓ Role Model

### 3. MECHANICS

#### A. Application Requirements: (Check the Google Application Form)

- A.1. Complete the official application G-form, which includes personal/contact information and details.
- A.2. For the search of outstanding teachers and administrators; Submit letter of intent sign by the immediate senior supervisor (school head/principal/dean). Secure

narrative outlining your outstanding accomplishments, highlighting why you are considered the ultimate candidate for this recognition (PDF Format, Bookman Old Style-Letter, A4 Size Paper, Affix Specimen Signature). Attached separate one File Scanned in PDF Format all the pertinent documents following the criteria for the arrangement of the files.

- A.3. For the search for Outstanding Innovation; Submit letter of intent sign by the immediate senior supervisor (school head/principal/dean). Provide a detailed description of the innovative project or initiative, including its objectives, implementation process, outcomes, and impact on students, colleagues, and the community. In narrative form (PDF Form, Bookman Old Style-Letter, A4 Size Paper, Affix Specimen Signature). Submit 1 file PDF File format your innovation proposal and accomplishment report.

**B. Submission Process:**

- B.1. Applications must be submitted online through the Link posted on the official HETTOP FB Group Page or HETTOP Application Form (Google Form).
- B.2. Ensure all required fields are completed accurately and all supporting materials are uploaded as specified.
- B.3. Applications must be submitted by the designated deadline to be considered for the award.

**C. Review and Evaluation:**

- C.1 Applications will be reviewed by a panel of evaluators consisting of education experts, practitioners, and industry professionals.
- C.2. Applications will be evaluated based on criteria provided.
- C.3. Evaluators may conduct interviews or request additional information from shortlisted applicants for further evaluation, if may arise for some clarifications.

**D. Notification and Recognition:**

- D.1. Shortlisted applicants will be notified and may be invited to present their projects or initiatives to the judging panel.
- D.2. Winners will be announced publicly through the social media channels, and other communication channels.
- D.3. Winners will receive a certificate of recognition during the socialization nights and may be featured in HETTOP FB Group Page.

**E. Disqualification:**

- E.1. Incomplete or late applications will not be considered.
- E.2. Applications that do not meet the eligibility criteria or provide insufficient information may be disqualified.
- E.3. Plagiarism or misrepresentation of information will result in immediate disqualification.

**F. Appeals:**

- F.1. Applicants have the right to appeal the decision if they believe there has been a procedural error or unfair treatment in the evaluation process.
- F.2. Appeals must be submitted in writing within a specified timeframe and will be reviewed by an independent committee appointed by HETTOP.

**G. Confidentiality:**

- G.1. All information submitted as part of the application process will be treated as confidential and used solely for the purpose of evaluating the award.

**H. Schedule of Evaluation:**

- H.1. October 21, 2024 – Posting of the Guidelines / Open for Search via Online Submission.
- H.2. November 15, 2024- Deadline of the Submission of Application.
- H.3. November 16, 2024 – Names of Applicants will be posted on HETTOP FB Group Page.
- H.4. November 17-18, 2024 – Deliberation: Evaluation of the Documents
- H.5. November 19, 2024 – Posting of Winners

Note: For the outstanding innovation; there will be Top 4 which will automatic winners and presenting their outstanding innovation on the convention. From this Top 4 we will be selecting the following major awards.

- ✓ Best Innovation Project/Program
- ✓ Best Teacher-Innovator
- ✓ Best Presenter
- ✓ Audience Choice Award

- H.6. November 21, 2023 – Awarding of Winners

These mechanics provide a structured framework for educators and administrators to submit their applications for the HETTOP Excellence Award, ensuring fairness, transparency, and credibility in the selection process.

**4. CRITERIA**

Evaluators shall review, assess, and score the submitted documents of the candidates using the criteria:

<b>PUBLIC SCHOOLS AND HEIs</b>	
<b>Criteria</b>	<b>Equivalent Points</b>
Research and Publication	25
Academic Development (Education)	25
Professional and Skills Development	20
Community Service	10
Awards and Recognition	10
Speakership	10
<b>TOTAL</b>	<b>100</b>

<b>PRIVATE SCHOOLS</b>	
<b>Criteria</b>	<b>Equivalent Points</b>
Education (Academic Development)	25
Training (Professional and Skills Development)	25
Years In Service	20
Innovation, Research, Community Service	15
Awards and Recognition	10
Speakership Engagement	10
<b>TOTAL</b>	<b>100</b>

<b>OUTSTANDING INNOVATION (RESEARCH DEVELOPMENT)</b>	
<b>Criteria</b>	<b>Equivalent Points</b>
Originality and Creativity	30
Feasibility	25
Impact	25
Alignment to Curriculum	20
<b>TOTAL</b>	<b>100</b>

**5. SCORING SYSTEM**

**PUBLIC SCHOOLS AND HIGHER EDUCATION INSTITUTIONS**

<b>RESEARCH AND PUBLICATION 30%</b>	
<b>LEVEL</b>	<b>SCORE</b>
International	30
National	20
Regional	15
Division	10
District	7.5
School	5
<b>TOTAL</b>	<b>100</b>

<b>EDUCATION (ACADEMIC DEVELOPMENT) 25%</b>	
<b>LEVEL</b>	<b>SCORE</b>
Doctorate and PHD Level (Graduate 25 points), (CAR 20 points), (Units Earner 18 points)	25
Masters Degree Level (Graduate with Thesis 15 points), (Graduate without Thesis/CAR 12.5 points), (Unit Earner 10 points)	15
Bachelor	5

<b>TRAINING ATTENDED (Professional and Skills Development) 15%</b>	
<b>NON-CUMMULATIVE</b>	
<b>LEVEL</b>	<b>SCORE</b>
International	15
National	10
Regional	5
Division	4
District	3
School	2

<b>COMMUNITY SERVICE (Approved Program/Project) 10%</b>
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LEVEL	SCORE
Fully Implemented	15
Ongoing Implementation	10
Approved Proposal	5

**AWARDS & RECOGNITION 10%**  
Awards, Recognition, Outstanding Accomplishments, and other Meritorious Achievements depending on its level Score (Outstanding Teacher/Leader, Winner of Contest, Coaching)

LEVEL	SCORE
International	10
National	7.5
Regional	6
Division/Provincial	4
District/Municipal	3
School/Barangay	2

**SPEAKERSHIP ENGAGEMENT 10%**

LEVEL	SCORE
International	10
National	7.5
Regional	6
Division/Provincial	4
District/Municipal	3
School/Barangay	2

**PRIVATE SCHOOLS**

**EDUCATION (ACADEMIC DEVELOPMENT) 25%**

LEVEL	SCORE
Doctorate and PHD Level (Graduate 25 points), (CAR 20 points), (Units Earner 18 points)	25
Masters Degree Level (Graduate with Thesis 15 points), (Graduate without Thesis/CAR 12.5 points), (Unit Earner 10 points)	15
Bachelor	5

**TRAINING ATTENDED (Professional and Skills Development) 25%**  
(CUMMULATIVE)

LEVEL	SCORE
International	25
National	20
Regional	10
Division	5
District	3
School	2

**YEARS IN SERVICE 20%**

LEVEL	SCORE
20 Years and Above	20
12 to 19 Years in Service	15
5 to 11 Years	10
4 Years and Below	5

**RESEARCH, INNOVATION, COMMUNITY SERVICE 15%**  
(CUMMULATIVE)

Project/Program	SCORE
Research	5
Innovative Projects	5
Community Service	5
<b>TOTAL</b>	<b>100</b>

**SPEAKERSHIP ENGAGEMENT 10%**

LEVEL	SCORE
International	10

National	7.5
Regional	6
Division/Provincial	4
District/Municipal	3
School/Barangay	2

#### V. GUIDELINES ON REGISTRATION FOR THE TRAINING AND CONTACT PERSON

- To register, fill-up the G-form Application and kindly attach the proof of payment to the registration form, amounting for P3,500.00 each participant.  
Click: <https://tinyurl.com/HETTOP2024-Registration-A>(SOLO)  
Click: <https://tinyurl.com/HETTOP2024-Registration-B>(GROUP)
- Payment of Choice
  - Payments thru Online Bank Transaction  
DBP Acct No.  
Account Name: Home Economics and Technology Teachers' Organization of the Philippines, Incorporated (HETTOP, Inc.)
  - PayMaya or G-Cash No. 09257274446  
Account Name: Evelyn Dignadice
- Once the application was submitted. The HETTOP, Inc Officials will check and verify your application. A confirmation of receipt of payment of registration fee and instructions how to join the convention; will be sent to your email within 5 working days after accomplishing the registration form.
- For more details, please contact us on mobile phone numbers:  
Ms. Evelyn P. Dignadice 0925-727-4446  
Dr. Jovanny L. Cornelia 0945-980-2090  
Dr. Joselito P. Patio 0917-825-4143  
Mr. Ryan Christian G. Puno 0966-327-2617

#### VI. DETAILS ON HOW TO BECOME HETTOP MEMBERS

##### HETTOP MEMBERSHIP PROCEDURES

- Please like and join in our Facebook page HETTOP{ HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPINES, INCORPORATED.)
- Fill out the membership Google form.  
Link <https://tinyurl.com/HETTOP-Membership>  
Membership Fees:
  - Regular membership - Annual Fee - ₱ 600.00 (one time payment)  
Condition: Members of the organization should be on a yearly basis.
  - Lifetime membership – P 5,000.00 (one time payment or installment basis)  
Condition: Payable in 6 months installments (P1,000.00 per month)
  - Institutional Membership – Annual Fee – P 3,000.00 (one time payment)
- Payment of Choice:
  - Payments thru Online Bank Transaction  
DBP Acct No. 5-27266-550-1  
Account Name: Home Economics and Technology Teachers' Organization of the Philippines, Incorporated (HETTOP, Inc.)
  - PayMaya or G-Cash No. 09257274446  
Account Name: Evelyn Dignadice
- Attach the scanned or picture of DEPOSIT SLIP/Payment Transaction
- We will send the E-Certificate of Membership and Membership Card with QR code for authenticity, together with the scanned payment receipt thru email.

## VII. PROGRAM

### HETTOP HYMN

#### Verse 1

In unity we gather, hearts and minds as one,  
With passion for teaching, our journey has begun.  
Through Home Economics and Technology, we light the way,  
Empowering the future, brightening each day.

#### Chorus

HETTOP, our guiding flame,  
Together we will rise,  
With knowledge as our torch,  
And hope that never dies.  
In every region, we stand tall,  
For education's call,  
HETTOP, we uplift them all!

#### Verse 2

With timely programs offered, we strive to grow and learn,  
For every teacher's passion, there's a spark that we can turn.  
In and across different discipline, we nurture every seed,  
Together we are stronger, fulfilling every need.

#### Chorus

HETTOP, our guiding flame,  
Together we will rise,  
With knowledge as our torch,  
And hope that never dies.  
In every region, we stand tall,  
For education's call,  
HETTOP, we uplift them all!

#### Bridge

So let our voices echo, across the land we share,  
A commitment to our purpose, in service and in care.  
For every learner and teacher, our hearts forever strive,  
With the fire of our passion, we keep the dream alive.

#### Chorus (REPEAT 2X)

HETTOP, our guiding flame,  
Together we will rise,  
With knowledge as our torch,  
And hope that never dies.  
In every region, we stand tall,  
For education's call,  
HETTOP, we uplift them all!

#### Outro

Together we will journey, hand in hand we'll pave the way,  
For Home Economics and Technology, we'll shine brighter every day.  
HETTOP, our beacon shining, forever we will be,  
A family of educators, committed, strong, and free!



**HOME ECONOMICS AND TECHNOLOGY TEACHERS' ORGANIZATION OF THE PHILIPPINES (HETTOP), INC.**  
(Professional Organization of Home Economics and Technology Teachers of the Philippines)  
Tarlac City  
SEC Reg.No.CN201816899  
BIR Reg. No. 4RC0001230138  
CPD Provider: PTR - 2019 320

## 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS' ORGANIZATION OF THE PHILIPPINES

Theme: SUSTAINABLE IMPLEMENTATION OF  
INNOVATIVE SKILLS IN HOME ECONOMICS  
AND TECHNOLOGY EDUCATION

November 21-23, 2024  
CARLOS P. ROMULO HALL,  
TEACHERS CAMP, BAGUIO CITY



CO-PRESENTERS

### THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

#### DAY 1 - NOVEMBER 21, 2024

07:30-08:00 AM	Registration for Day 1
08:00-09:00 AM	Opening Program
Invocation	Audio-Visual Presentation
Philippine National Anthem	Audio-Visual Presentation
House Rules	Audio-Visual Presentation
Background & Objectives	<b>Dr. Cristina R. Banario</b> Honorary President
Welcome Address	<b>Dr. Josecito P. Patio</b> Corporate President
Inspirational Message	<b>Dr. Felipe S. Comila</b> University President, BSU
Statement of Purpose	<b>Melchor S. Lumiked, MA</b> Corporate-Vice President
Presentation of HETTOP Officers	<b>Dr. Felicitas A. Quilondrino</b> Consultant
Challenge	<b>Dr. Ines A. De Guzman</b> Consultant
Presentation of Participants	<b>Evelyn P. Dignadice, MBA</b> Corporate-Treasurer
Introduction of the Keynote Speaker	<b>Dr. Agnes Raquel B. Mendones</b> Corporate-Business Manager

### THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

#### PLENARY SESSION 1

9:00-11:00 AM	"Sustainable Implementation of Innovative Skills in Home Economics and Technology Teachers Organization" <b>DR. DEMETRIO PASCUA ANDUYAN JR.</b> Director IV, Commission on Higher Education Cordillera Administrative Region Keynote Speaker
11:00-11:30 AM	Open Forum <b>Dr. Sharon R. Tabile</b> Corporate Auditor
11:30-11:40 AM	Awarding of Plaque & Token <b>Dr. Felicitas A. Quilondrino</b> Consultant
11:40-11:50 NN	Closing Prayer Audio Visual Presentation
1:00 - 2:20 PM	Presentation of Innovative Programs/ Projects
2:20 - 2:30 PM	Open Forum
2:30 - 3:30 PM	ACE MEDIA CRAFT Basic Woodworking - Cellphone Holder Mr. Randy Sanguyo - Demonstrator
3:30 - 4:30 PM	Presentation of the Constitution and By Laws of the Organization
4:30- 4:40 PM	Presentation of the 2 <sup>nd</sup> & 3 <sup>rd</sup> Day Activities <b>Dr. Hermingildo S. Badion</b> Corporate PRO
4:40- 5:00 PM	Closing Prayer, AVP
7:00-9:00 PM	Socialization Night

THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

Day 2 - NOVEMBER 22, 2024

07:00-08:00 AM	Registration for Day 2
08:00-08:30 AM	Preliminary Activity
Opening Prayer	Audio-Visual Presentation
Nationalistic Song	Audio-Visual Presentation
House Rules	Audio-Visual Presentation
Presentation of Participants	<b>Ryan Christian G. Puno</b> <i>Corporate Assistant Secretary</i>
Energizer	Audio-Visual Presentation
Recapitulation	<b>Dr. Ma. Caridad C. Bondad</b> <i>President, Luzon Chapter</i>
Introduction to the Speaker	<b>Dr. Jovanny L. Cornelia</b> <i>Corporate Secretary</i>
<b>PLENARY SESSION 2</b>	
8:30-10:00 AM	<b>DR. SORAYA T. FACULLO, CESO VI</b> School Division Superintendent Division of Baguio <b>Resource Speaker</b>
10:00-10:10 AM	<b>Open Forum</b> <b>Dr. Jovita E. Villanueva</b> Vice President, Luzon Chapter
10:10-10:20 AM	<b>Awarding of Plaque and Token</b> <b>Dr. Cristina R. Banario</b> Honorary President
10:20-10:30 AM	<b>Health Break</b>

THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

PLENARY SESSION 3

10:30-11:45 AM	"Cutting Edge Initiative and Trends of Innovation" Benguet State University <b>Resource Speaker</b>	<b>DR. JAO-JAO A. SOMYDEN</b> Dean, College of Home Economics and Technology
11:45-11:50 AM	<b>Open Forum</b> <b>Melchor S. Lumiked</b> Corporate - Vice President	
11:50-11:55 AM	<b>Awarding of Plaque and Token</b> <b>Dr. Joselito P. Patio</b> Corporate President	
11:55 AM-12:00 NN	Closing Prayer <b>Audio-Visual Presentation</b>	
<b>PLENARY SESSION 4</b>		
12:50-1:00 PM	Introduction to the Speaker	<b>Dr. Jona J. Biongco</b> <i>President, Mindanao Chapter</i>
1:00-2:40 PM	"Navigating TESDA's Latest Developments in Skills Training and Education" <b>DAISY D. BUNGALLON</b> Executive Director TESDA-CAR Cordillera State Institute & Skills Devl Authority <b>Resource Speaker</b>	
2:40-2:55 PM	<b>Open Forum</b> <b>Dr. Jovanny A. Cornelia</b> Corporate Secretary	
2:55-3:00 PM	<b>Awarding of Plaque and Token</b> <b>Dr. Agnes Raquel B. Mendones</b> Corporate Business Manager	
3:00-3:10 PM	<b>Health Break</b>	

THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

3:10-4:00 PM	<b>Partners' Company/Product Presentation</b> Golden Chronicle Publishing Inc. Triumphant Publishing Inc.
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4:00 - 4:50 PM	Election of Local and National Officers
04:50-5:00 PM	<b>Closing Prayer</b> Audio Visual Presentation

Day 3 - NOVEMBER 23, 2024

07:00-08:00 AM	Registration for Day 3
08:00-08:30 AM	Preliminary Activity
Opening Prayer	Audio-Visual Presentation
Nationalistic Song	Audio-Visual Presentation
Energizer	Audio-Visual Presentation
Recapitulation	<b>Dr. Joa H. Jao</b> <i>Vice President, Mindanao Chapter</i>

**OUR VISION**

The Home Economics and Technology Teachers Organization is envisioned to upgrade the knowledge & skills of its members on the different areas of specialization such as Agri-fishery Arts, Home Economics, Industrial Arts, and Information & Computer Technology.

**OUR MISSION**

The Home Economics and Technology Teachers Organization of the Philippines is committed to promote and empower teachers on the different areas of specialization in Agri-fishery Arts, Home Economics, Industrial Arts, and Information & Computer Technology through continuous training & seminar, collaborate with other programs for research and extension, production of goods from the skills learned and its marketability for country's economic growth.

THE 2024 NATIONAL CONVENTION FOR HOME ECONOMICS AND TECHNOLOGY TEACHERS ORGANIZATION OF THE PHILIPPINES

PLENARY SESSION 5

8:30-10:30 AM	Presentation of Local and National Officers Pledge and Oath of Office
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**CLOSING PROGRAM**

10:50-11:10 AM	<b>Impression</b> Participants (3)
11:10-11:30 AM	<b>Awarding of Certificates</b> <b>Dr. Joselito P. Patio</b> <i>Corporate President</i>
	<b>Dr. Felicitas A. Quilondrino</b> Consultant
	<b>Dr. Cristina R. Banario</b> Honorary President
11:30-11:40 AM	<b>Closing Remarks</b> <b>Melchor S. Lumiked, MA</b> <i>Corporate Vice President</i>
11:40-11:50 AM	<b>Closing Prayer</b> <b>Dr. Evangelina R. Gabriel</b> <i>PRO, Luzon Chapter</i>
12:00 PM-5:00 PM	<b>Tour</b>

**DR. SHARON R. TABILE**  
**DR. AGNES RAQUEL B. MENDONES**  
**DR. JOVANNY L. CORNELIA**  
**MELCHOR S. LUMIKED, MA**  
*Masters of Ceremony*