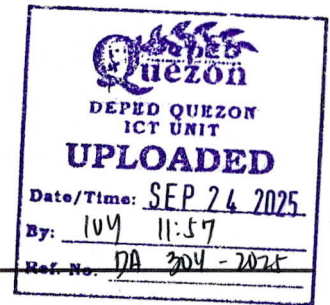




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 304, s. 2025
September 22, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for the endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public
(Visit www.deped.gov.ph)

**CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION (CHRDF), INC.
ONLINE TRAININGS**

The Center for Human Research and Development Foundation (CHRDF), Inc. is pleased to inform the public regarding its series of online trainings. In relation to this, the organization is inviting non-teaching personnel of the Department to participate in the said activity.

Please be advised that participation to the online trainings should be **voluntary**, and other related costs which may be incurred by the participants 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, please see attached document for reference.

hrdlap09/22/2025

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



DepEdTayoQuezon



www.depedquezon.com.ph



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 PRC Accreditation no. PTR 2020-040



September 17, 2025

Schools Division Superintendent

Department of Education

Dear Sir/Madam:

Warm greetings of solidarity and commitment to advancing Philippine education.

The **Center for Human Research and Development Foundation (CHRDF), Inc.** has been privileged to collaborate with the Department of Education for more than 15 years in delivering meaningful professional development programs for school personnel nationwide. In 2020, CHRDF was among the first organizations accredited as a Learning Service Provider (LSP) under the National Educators Academy of the Philippines (NEAP), and we remain steadfast in our mission to empower educators and school staff through relevant, research-based training.

Recognizing the indispensable role of non-teaching personnel in ensuring the efficient management of schools and the effective delivery of basic education services, CHRDF is pleased to present its upcoming professional development programs designed specifically for administrative, finance, and support staff. These programs seek to enhance workplace culture, build essential skills, and introduce practical tools to improve productivity and efficiency.

Program title	Date of conduct and Venue	Target Participants	Registration Fee
National Seminar for Non-Teaching Staff: "Beyond the Desk – Empowering Support Services for Thriving Filipino Schools"	November 8-9, 2025 (Online)	School Heads, Administrative Staff, and Non-Teaching Personnel	₱1,499 – Regular Rate ₱1,299 – Early Bird (until October 25) ₱1,199/head – Group of 3 Discounted Rate (until October 25)
Developing Positive Work Attitudes and Behavior for a More Productive and Harmonious Workplace	November 29-30, 2025 (Online)	Administrative Staff, Finance Staff, and Non-Teaching Personnel	₱1,499 – Regular Rate ₱1,299 – Early Bird (until November 15) ₱1,199/head – Group of 3 Discounted Rate (until November 15)
AI at Work: Practical Tools for School Staff Productivity	December 13-14, 2025 (Online)	Administrative Staff, ICT Coordinators, and Non-Teaching Personnel	₱1,499 – Regular Rate ₱1,299 – Early Bird (until November 15) ₱1,199/head – Group of 3 Discounted Rate (until November 30)

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Inclusions:

- Access to online sessions
- E-handouts
- E-certificates (to be sent via email after the seminar)

Registration and Payment Process

Step 1: Pay the amount using any of the following channels:

- **Bank Deposit (Over the Counter)**
- **GCash / Maya** (please use **TRANSFER**, not Express Send)

Account Details:

- **Metrobank:** CHRDF Inc. (Corporate/Business Account) – **473-3-47312516-2**
- **Asia United Bank (AUB):** CHRDF Inc. – **538-01-000060-8**
- **GCash:** 0917-312-6693 (**Virginia Gapuz**)

Step 2: Take a screenshot of your successful transaction.

Step 3: Email the screenshot to **chrdf.inc@gmail.com** with the subject: **NTP-(DATE OF THE SEMINAR)**
(*Example: NTP–November 8-9*) In the email body, include your **full name** and **email address**.

Step 4: Expect a reply within the day (if sent within business hours) with the registration form to be accomplished.

Step 5: Expect another email **one day before the online event** with final instructions and reminders.

These training programs are designed to strengthen workplace culture, enhance service delivery, and introduce practical tools—including AI-driven solutions—that improve productivity and efficiency in school administration.

In line with this, we respectfully seek your office's support in disseminating this information to schools within your region, so that interested non-teaching personnel may register and benefit from these programs. These programs are also being submitted to the CPD Council for Professional Teachers and other relevant professional regulatory bodies for accreditation, in compliance with Republic Act 10912 (Continuing Professional Development Act of 2016), allowing participants to fulfill their professional development requirements.

We share the Department's commitment to the MATATAG Agenda and the improvement of basic education service delivery. By investing in the development of non-teaching personnel, we help ensure that every school becomes a more effective and supportive environment for both teachers and learners.

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Should your office require further information or coordination, please feel free to contact us at **0917-312-6693** or via email at **chrdf.inc@gmail.com**.

Thank you for your unwavering support for the professional development of non-teaching personnel and for your commitment to strengthening Philippine education.

Sincerely,

A handwritten signature in black ink, appearing to read 'Virginia P. Gapuz', is positioned above the printed name.

VIRGINIA P. GAPUZ

President