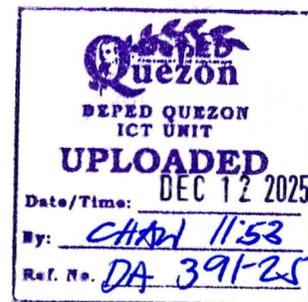




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**DIVISION ADVISORY NO. 391, s. 2025**

December 12, 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](http://www.deped.gov.ph))

**INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY DEVELOPMENT FOR NON-TEACHING PERSONNEL: STRENGTHENING ADMINISTRATIVE EFFICIENCY AND SERVICE EXCELLENCE IN EDUCATION**

The Philippine Educators for Professional Development Inc. will conduct the International Seminar-Workshop on Skills Building and Capacity Development for Non-teaching Personnel: Strengthening Administrative efficiency and Service Excellence in Education with the theme "Enhancing Work Productivity and Administrative Competence: Developing 5Cs – Competence, Commitment, Collaboration, Compassion and Confidence among Academic Support Staff". In relation, the organization is inviting non-teaching personnel to join the said activity.

Please be advised that participation to the said activity 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, please see attached document for reference.

sgodhrd12/09/2025

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



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## Philippine Educators for Professional Development Inc.

108 Roadside Banaba Kanluran, Batangas City 4200 CALABARZON, Philippines  
SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

November 14, 2025

### Schools Division Superintendent

Schools Division Office  
Department of Education

Dear sir/ Madam,

Greetings of peace!

The Philippine Educators for Professional Development, Inc. (PEPD, Inc.), a SEC-registered and PRC-accredited Continuing Professional Development (CPD) provider, respectfully requests the issuance of a DepEd Advisory to allow and encourage the participation of non-teaching personnel and administrative staff in the upcoming **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education**, to be held in Baguio City, the Summer Capital of the Philippines, on January 9-11, 2026 with theme "Enhancing Work Productivity and Administrative Competence: Developing 5Cs- Competence, Commitment, Collaboration, Compassion and Confidence among Academic Support Staff".

As a training provider for teachers and education professionals, PEPD, Inc. firmly believes that genuine school improvement requires a whole-school approach, one that invests not only in teachers and school leaders but also in non-teaching personnel who play critical roles in school operations and service delivery. Administrative Assistants, clerks, and other support staff are the backbone of efficient school governance; they ensure smooth coordination, compliance, and communication across all levels of the system. Equipping them with updated skills, digital literacy, and ethical competence is therefore essential to sustaining quality, learner-centered, and responsive education services.

This professional development activity is anchored on the DepEd Learning and Development Framework (DepEd Order No. 001, s. 2023) and supports the implementation of the Human Resource Development (HRD) Roadmap for Non-Teaching Personnel, which highlights the need for continuous capacity-building initiatives for Administrative Assistants and other support staff. It is also aligned with DepEd Order No. 003, s. 2024 (Institutionalization of the Learner Rights and Protection Framework) and DepEd Order No. 25, s. 2023 (DepEd Learning Recovery and Continuity Plan), emphasizing employee wellness, professional competence, and organizational efficiency.

The seminar-workshop aims to enhance the professional, interpersonal, and technological skills of non-teaching personnel to better support the Department's vision of quality, inclusive, and responsive education service delivery.



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SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

### Key Topics to be Covered:

- Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)
- Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks
- Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency
- Gender Sensitivity and Awareness
- Conflict Resolution and Positive Workplace Relationships
- Disaster Preparedness and Emergency Response for Schools and Offices

### Through this seminar-workshop, participants will:

- Strengthen their understanding of ethical, accountable, and service-oriented public service;
- Improve efficiency and digital productivity through responsible use of emerging technologies;
- Develop resilience and adaptability in handling workplace challenges; and
- Promote a culture of collaboration, safety, and excellence in their respective schools and offices.
- The selection of Baguio City as the venue provides an additional advantage, offering a conducive learning environment with a cool climate, peaceful setting, and rich cultural heritage that promotes focus, reflection, and professional renewal—ideal for capacity development and team-building experiences for education support personnel.

We respectfully request that a DepEd Advisory be issued to authorize and inform Schools Division Offices and Regional Offices of this activity, allowing interested non-teaching personnel to participate without disruption to essential office operations and in accordance with existing government travel and training policies.

We commit to submitting all required documents and reports in compliance with DepEd guidelines and the Civil Service Commission's training regulations.

Thank you for your continued support in empowering education frontliners and enabling our non-teaching personnel to uphold the highest standards of efficiency, integrity, and service excellence.

For questions and clarifications regarding the conference, you may contact me through my mobile number 09989925601 and our email address at [phedpd.inc@gmail.com](mailto:phedpd.inc@gmail.com). Thank you.

Sincerely yours,

**Mr. Jeffrey M. Mayor**  
Executive Director



## Philippine Educators for Professional Development Inc.

108 Roadside Banaba Kanluran, Batangas City 4200 CALABARZON, Philippines  
SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

Registration, inclusion and payment process:

<b>PEPD, Inc. Members (Pay anytime)</b>	
GROUP (3 pax and more)	₱ 3,000.00 per head
Individual rate	₱ 3,300.00 per head

Non-members rate:

<b>EARLY REGISTRATION (November 14, 2025- December 15, 2025)</b>	
GROUP (3 pax and more)	₱ 3,300.00 per head
Individual rate	₱ 3,600.00 per head

Inclusion: Conference kit, materials for session and workshop, 2 breakfast, 3 lunches, AM and PM snacks, printed certificates and e-handouts.

<b>REGULAR REGISTRATION (December 16-30, 2025)</b>	
GROUP (3 pax and more)	₱ 3,700.00 per head*
Individual rate	₱ 4,000.00 per head*

\*same inclusion

<b>LATE/ ONSITE REGISTRATION (January 16-23, 2026)</b>	
GROUP (3 pax and more)	₱ 4,200.00 per head*
Individual rate	₱ 4,500.00 per head*

\*same inclusion

This is a **LIVE-OUT training**, people living outside Baguio City will make own arrangements for their accommodation and meals. Those interested to stay in the venue may contact them directly.

Payment process:

### **METROBANK**

Account name: Philippine Educators for Professional Development Inc.  
Account no. 539-7-53903796-6

### **LANDBANK**

Account name: Jeffrey M Mayor  
Account no. 0307191741

Maya Wallet 0998992601 (Jeffrey Mayor)

GCash 09989925601 (Jeffrey Mayor)

Send the proof of payment, complete names and email addresses to [phedpd.inc@gmail.com](mailto:phedpd.inc@gmail.com) with subject **PEPD\_NTP26**. Once the payment is validated, we will send you the link for registration.



## Philippine Educators for Professional Development Inc.

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### Program of Activities (Training Matrix)

January 9, 2026

8:00 A.M.	Registration and Billeting
9:00 A.M.	Opening Program and Orientation
10:00 A.M.	Session 1: Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)
12:00 P.M.	Lunch
1:00 P.M.	Session 2: Gender Sensitivity and Awareness
3:00 P.M.	Health break
3:30 P.M.	Session 3: Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency
5:00 P.M.	End of day 1

January 10, 2026

7:00 A.M.	Breakfast
8:00	Assembly and Preliminaries
8:30	Session 4: Disaster Preparedness and Emergency Response for Schools and Offices
10:00	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30 P.M.	Session 5: Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks
3:00 P.M.	Health break
3:30 P.M.	Session 6: Conflict Resolution and Positive Workplace Relationships
5:00 P.M.	End of day 2

January 11, 2026

7:00 A.M.	Breakfast
8:00	Session 7: Promotion of Sustainable Development
10:00	Synthesis and Integration Activity
11:00	Closing Program, Announcement of Winners and Special Awards Awarding of Certificate of Participation
12:00 P.M.	End of the conference

Requirements to receive the certificates: Attendance to all sessions and satisfactorily accomplishment of all assessment tasks.



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108 Roadside Banaba Kanluran, Batangas City 4200 CALABARZON, Philippines  
 SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

**PD Program title:** International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education

**Date and Venue:** January 9-11, 2026 Baguio City, the Summer Capital of the Philippines

**Theme:** "Enhancing Work Productivity and Administrative Competence: Developing 5Cs- Competence, Commitment, Collaboration, Compassion and Confidence among Academic Support Staff".

**I. Program description:** The Philippine Educators for Professional Development, Inc. (PEPD, Inc.), a PRC-accredited CPD provider, recognizes that non-teaching personnel play a pivotal role in ensuring the effective and efficient delivery of basic education services. Aligned with the CSC Learning and Development (L&D) Framework, this training intervention addresses competency gaps, fosters workplace efficiency, and supports the DepEd 5 point Agenda and DepEd Learning and Development Framework (DO No. 001, s. 2023). This program aims to strengthen the core, functional, and behavioral competencies of non-teaching personnel, particularly Administrative Assistants, Clerks, and Support Staff to build a workforce that is competent, committed, compassionate, and service-oriented.

### II. Framework Basis

This seminar is anchored on the CSC Learning and Development (L&D) Framework, which outlines a results-oriented process composed of five interrelated phases:

Phase	Description	Application to this program
1. Assess	Identify competency and performance gaps through organizational, task, and individual analysis.	Needs assessment is grounded on current trends and enabling policies highlighting the evolving role of non-teaching personnel in digital transformation, ethical governance, and service excellence.
2. Design	Define intended learning outcomes and performance standards.	Program crafted to address administrative efficiency, digital literacy, ethics, and workplace resilience.
3. Deliver	Implement the intervention using appropriate modalities.	Interactive sessions, workshops, simulations, and technology-enabled learning.
4. Evaluate	Assess learning and behavioral change using multiple evaluation levels.	Participant feedback, knowledge tests, and post-training reflection forms based on Kirkpatrick Model.
5. Institutionalize	Integrate lessons into organizational systems and HRD planning.	Participants will be required to develop an individual Action Plan reflecting key learnings and commitments to improve their work performance and office processes. This Action Plan will be submitted to their respective HR or Administrative Offices for possible integration into their Individual Development Plans (IDP) and to inform future Learning and Development (L&D) initiatives within their schools or divisions.

108 Roadside Banaba West, Batangas City 4200 Philippines  
 +632 9989925601 phedpd.inc@gmail.com

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## Philippine Educators for Professional Development Inc.

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### III. Learning and Development Goals

**General Objective:** To enhance the professional competence, digital capability, and ethical commitment of DepEd non-teaching personnel toward achieving administrative excellence and quality education service delivery.

#### Specific Objectives

Participants are expected to:

- Demonstrate awareness of ethical standards and accountability in public service.
- Apply AI and digital productivity tools to improve office workflow.
- Strengthen media and information literacy in managing communication and data.
- Practice effective conflict management and team collaboration.
- Apply principles of disaster preparedness and resilience in office and school operations.

### IV. Key Training Topics

Session title	Focus Area	Expected Output
Revisiting the Code of Ethics for Government Employees	Ethics and Accountability	Action plan for ethical compliance in office settings
Use of AI Productivity Tools for Education Offices	Digital Transformation	Demonstration of AI-assisted task efficiency
Improving Digital and Media Literacy	ICT and Communication	Short project using MIL and productivity apps
Conflict Resolution and Workplace Harmony	Behavioral and Interpersonal Skills	Role-play and self-assessment plan
Gender Sensitivity and Awareness in the Workplace	Gender and Development (GAD), Inclusivity, and Respectful Work Environments	Reflection paper or office-level GAD initiative plan promoting equality and inclusivity
Disaster Preparedness in Schools and Offices	Occupational Safety and Resilience	Office disaster risk reduction checklist

### V. Evaluation Plan (Aligned with CSC Framework)

Kirkpatrick Level	Evaluation Method	Timing	Responsible Party
Level 1 – Reaction	Participant evaluation forms	End of training	Training Secretariat
Level 2 – Learning	Pre- and post-tests; reflection outputs	During sessions	Facilitators
Level 3 – Behavior	Feedback from supervisors post-training	Within 3 months	HR/Immediate Supervisor
Level 4 – Results	Improvement in workflow efficiency or client feedback	Within 6 months	Office Heads



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### VI. Institutionalization and Follow-Up

To sustain learning outcomes:

Participants will prepare an Individual Development Plan (IDP) upon completion.  
HRD Officers and Administrative Heads will integrate outputs into the School or Division L&D Plan.  
Best practices may be shared during regional or division HRD coordination meetings.

### VII. Expected Outcomes

Enhanced efficiency and accountability in administrative processes.  
Improved digital skills and responsible technology use.  
Strengthened ethical culture and teamwork among staff.  
Contribution to a responsive, learner-focused, and service-driven education system.

Key proponent:

**Mr. Jeffrey M. Mayor**  
Executive Director

This Training Plan and Program Design, including its concepts, structure, contents, learning materials, and evaluation tools, is the intellectual property of the Philippine Educators for Professional Development, Inc. (PEPD, Inc.). All rights are reserved.

No part of this plan may be reproduced, distributed, transmitted, or used—whether in whole or in part—for commercial, institutional, or derivative purposes without the prior written permission of PEPD, Inc. Unauthorized use, reproduction, or adaptation of this material constitutes a violation of the Intellectual Property Code of the Philippines (Republic Act No. 8293) and other applicable laws.



REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
The SEC Headquarters  
7907 Makati Avenue, Salcedo Village,  
Barangay Bel-Air, Makati City, 1209, Metro Manila



**COMPANY REG. NO.: 2025020188988-03**

## **CERTIFICATE OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

### **Philippine Educators for Professional Development Inc.**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

**This Certificate DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at The SEC Headquarters 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, Metro Manila, Philippines, this day of 18 February Two Thousand Twenty Five.

**GERARDO F. DEL ROSARIO**  
**Director**

**Company Registration and Monitoring Department**

For SEC use only  
P855 (PSIC as reserved)  
Non-stock Corporation  
Corporation with less than 5 Incorporators

*This is a computer generated certificate,  
signature is not required.*

DOCUMENTARY STAMP TAX PAID

**Note:** The original copy of this Certificate must be secured within 60 calendar days from the date of registration

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 058 - BATANGAS CITY, WEST BATANGAS

OCN: 058RC2025000001597  
Date OCN Generated: February 21, 2025

## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 669-803-180-00000	<b>NAME OF TAXPAYER</b> PHILIPPINE EDUCATORS FOR PROFESSIONAL DEVELOPMENT INC.	<b>TIN ISSUANCE DATE</b> February 21, 2025
<b>REGISTERING OFFICE</b>	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
<b>REGISTERED ADDRESS</b> 108 SITIO ROADSIDE BANABA KANLURAN 4200 BATANGAS CITY BATANGAS PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
CORPORATE INCOME TAX	1702	January 1, 2026	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.
CORPORATE INCOME TAX	1702Q	April 1, 2025	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.
<b>TAXPAYER TYPE/S</b>	NON-STOCK NON-PROFIT ORGANIZATIONS (E.G., POLITICAL PARTIES HOMEOWNERS' ASSOC., BUSINESS LEAGUES, ETC.)			
<b>BUSINESS INFORMATION DETAILS</b>				
			<b>CATEGORY</b>	<b>REGISTRATION DATE</b>
<b>TRADE NAME 1</b>	PHILIPPINE EDUCATORS FOR PROFESSIONAL DEVELOPMENT INC.			February 21, 2025
<b>(PSIC)</b>	94990-ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C.			Primary
<b>Line of Business</b>	IES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C.			

**REMINDERS:**

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

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REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
 KAGAWARAN NG PANANALAPI  
 KAWANIHAN NG RENTAS INTERNAS  
 REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
 REVENUE DISTRICT OFFICE NO. 058 - BATANGAS CITY, WEST BATANGAS

OCN: 058RC20250000001597  
 Date OCN Generated: February 21, 2025

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 669-803-180-00000	NAME OF TAXPAYER PHILIPPINE EDUCATORS FOR PROFESSIONAL DEVELOPMENT INC.	TIN ISSUANCE DATE February 21, 2025
REGISTERING OFFICE	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
REGISTERED ADDRESS 108 SITIO ROADSIDE BANABA KANLURAN 4200 BATANGAS CITY BATANGAS PHILIPPINES		



I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.

*[Handwritten Signature]*  
 ATTY. CHARMAINE A. ZAFRA  
 Asst. Revenue District Officer  
 AGAKHAN M. GURO

REVENUE DISTRICT OFFICER  
 (Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

CERTIFIED XEROX COPY

*[Handwritten Signature]*  
 MICHELLE U. MOLIG  
 OIC, Chief, Client Support Section  
 RDC 58 - West Batangas