



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 74

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public-School Teachers

Subject : **TWO-DAY IN-PERSON TRAINING PROGRAM BEYOND THE DESK:  
MASTERING MODERN OFFICE MANAGEMENT**



Date : March 19, 2025

This is in reference to the 1<sup>st</sup> Indorsement dated March 10, 2025 signed by Allan G. Farnazo, Director IV, re: Invitation from Dr. Desserie Maynes-Blanco, ICPD Director on the conduct of Two-Day In-Person Training Program Beyond the Desk: Mastering Modern Office Management on March 20-21, 2025 at the Polytechnic University of the Philippines, Sta. Mesa, Manila.

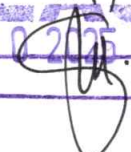
This Office interposes no objection to the above-mentioned activity and that the participation of DepEd Personnel is voluntary in nature and adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and no government funds must be incurred".

All other details of the said activity are found in the enclosures for ready reference.

For the dissemination and information.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
  
3/19/25

DepEd Schools Division of Digos City  
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**RELEASED**  
23-70517  
DATE: MAR 20 2025 TIME: 11:12 am  
BY: 

Enclosed: As stated  
SGOD/rbd



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

DepEd Schools Division of Digos City  
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**RECEIVED** 70517  
12 MAR 2025  
TIME: 9:26

1st Indorsement  
March 10, 2025

Respectfully referred to the Schools Division Superintendents, the invitation from Dr. Desserie Maynes-Blanco, ICPD Director, titled "Beyond the Desk: Mastering Modern Office Management", at the Polytechnic University of the Philippines (PUP) Sta. Mesa, campus on March 20-21, 2025, for consideration. Further, participation of Division and School Personnel is subjected to take discretion directed from DepEd Order No. 9. s. 2005.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As Stated.

ROH07/jlb

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By: [Signature]  
Date: 3.14.2025 Time: 4:51



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REPUBLIC OF THE PHILIPPINES  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
 OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
**OPEN UNIVERSITY SYTEM**  
**Institute of Continuing Professional Development**



DEPARTMENT OF EDUCATION (DOE)  
 RECORDS SECTION

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Date

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p. 07

February 18, 2025

Dear Sir/Madam:

The Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines cordially invites you and your agency to participate in our enriching 2-day in-person training program, "Beyond the Desk: Mastering Modern Office Management." This valuable learning experience will be held at the Polytechnic University of the Philippines (PUP) Sta. Mesa campus on March 20-21, 2025.

In today's dynamic work environment, administrative professionals play a crucial role in organizational success. "Beyond the Desk" is designed to equip you with the essential skills and knowledge to excel in modern office management.

This comprehensive training will cover key areas:

- Module 1: The Evolving Landscape of Office Management
- Module 2: Optimizing Office Organization and Workflow
- Module 3: Mastering Communication and Interpersonal Skills
- Module 4: Leveraging Technology for Enhanced Productivity
- Module 5: Budget Management and Resource Allocation
- Module 6: Problem-Solving and Decision-Making
- Module 7: Building a Positive and Productive Work Environment
- Module 8: Professional Development and Career Growth

Our sessions will be led by industry experts who will share practical insights and real-world examples. This is also an excellent opportunity to network with fellow professionals, expand your connections, and share best practices.

**Training Details:**

- Dates: March 20-21, 2025
- Venue: Polytechnic University of the Philippines (PUP) Sta. Mesa, Manila
- Registration Fee: P4,000.00

**Registration:**

To secure your spot in this valuable training program, please register online at:  
<https://forms.gle/vKP9UDUx5337Kghx5>

**Payment:**

For details on the online payment procedure,  
<https://drive.google.com/.../1k39DLkn9443oOKRO047.../view...>

We encourage you to register early as slots are limited. Don't miss this opportunity to "Level Up Your Admin Game!"

We look forward to welcoming you to "Beyond the Desk!"

Sincerely,

Dr. Desserie Maynes-Blanco  
 ICPD Director

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