



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

Office of the Schools Division Superintendent

December 3, 2025

DIVISION MEMORANDUM

SGOD-2025- 808

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

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

1. This is in reference to the 1st Indorsement dated November 26, 2025, signed by Allan G. Farnazo, Director IV, the herein invitation form the Philippine Educators for Professional Development, Inc., Executive Director, re: **Participation in the International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education**, on January 9-11, 2026 in Baguio City.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. Immediate and wide dissemination of this Memorandum is directed.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: DEC 04 2025 TIME: 4:08p
BY: [Signature]

Enclosed: As stated.
SGOD/jsa

NEIL D. BONGCAYAO
Public Schools District Supervisor
Officer In-Charge [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

1st Indorsement
November 26, 2025

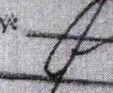
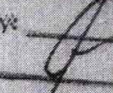
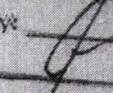
Respectfully referred to the Schools Division Superintendents, the invitation from Philippine Educators for Professional Development, Inc. on the upcoming **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education** on January 9-11, 2026 in Baguio City, subject to the availability of funds, learning and development priorities and discretion of the approving authority.

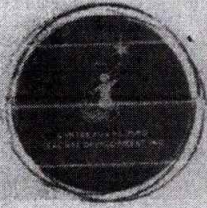
ALLAN G. FARNAZO
Director IV

Encl.: As Stated.

ROH7/jlb

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: 
Date:  NOV 28 2025
Time: 



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

Office of the Regional Director
Department of Education

Dear Sir/ Madam,

Greetings of peace!

DEPARTMENT OF EDUCATION ROY
RECORDS SECTION

RECEIVED

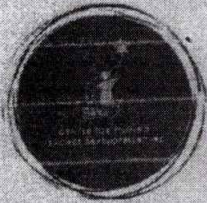
By: 1175 R0896
Date: 14 NOV 2025 Time: 12:44

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.



Philippine Educators for Professional Development Inc.

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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.

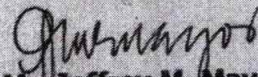
We respectfully request that a DepEd Advisory be issued to authorize and inform Schools Division Offices and Regional Offices of this activity, allowing interested non-teaching personnel to participate without disruption to essential office operations and in accordance with existing government travel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

Sincerely yours,


Mr. Jeffrey M. Mayor
Executive Director

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



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Registration, inclusion and payment process:

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

Non-members rate:

EARLY REGISTRATION (November 14, 2025- December 15, 2025)	
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.

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

*same inclusion

LATE/ ONSITE REGISTRATION (January 16-23, 2026)	
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

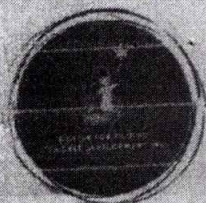
Account name: Jeffrey M Mayor
Account no. 0307191741

Maya Wallet 0998992601 (Jeffrey Mayor)

GCash 09989925601 (Jeffrey Mayor)

Send the proof of payment, complete names and email addresses to phedpd.inc@gmail.com with subject **PEPD_NTP26**. Once the payment is validated, we will send you the link for registration.

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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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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.

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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

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