



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 29 2022

DIVISION ADVISORY

No. 082 s. 2022

To: Public Schools District Supervisor
Elementary, Secondary and SHS Heads
All others Concerned

This Office informs all concerned that the **ARCZONE Professional Development, Inc.** is offering a Seminar titled: "Establishing a Successful Digital Work Experience" for Public Schools in the Division of Bataan.

For any queries, you may contact Jermaine P. Ogking at 0921-576-1676 / 8781-6895 or through email at online.arczone@gmail.com

Attached is the letter from ARCZONE Professional Development Inc. for reference and other details.

Wide dissemination of this Advisory to all is desired.

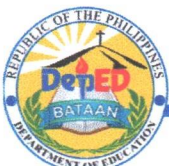
ROLAND M. FRONDA, EdD, CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

WILLIAM RODERICK R. FALLORIN
Assistant Schools Division Superintendent

In compliance with the DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public

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"We Mould Heroes"

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CSC PRIME-HRM BRONZE AWARD



August 17, 2022



DR. ROLAND M. FRONDA
Schools Division Superintendent
DepEd - Schools Division of Bataan
City of Balanga, Bataan

RECEIVED
SEP 07 2022
BY: JS 119

Dear **Dr. Fronda**:

We, at **ARCZONE Professional Development, Inc.**, are pleased to assist private and government agencies in addressing specific training needs of employees for their continuous professional growth. As an **Accredited Learning and Development Institution (ALDI)** of the **Civil Service Commission**, we are offering development services to support the commission in providing learning and development opportunities to government employees in order for them to achieve excellence in public service. With this, we are delighted to present to you our proposed training programs for the non-teaching personnel in your division.

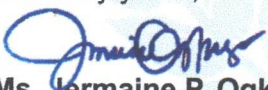
The training programs are done online through a video conferencing app and a Learning Management System (LMS).

Attached in this communication are the training details for your reference.

Should you have clarifications about the programs, we will be very happy to discuss with you further over the phone or via video conference. You may contact us at 0921-576-1676 / 8781-6895 or you may also send an email to online.arczone@gmail.com.

We look forward to working with you in providing professional advancement to your employees.

Sincerely yours,


Ms. Jermaine P. Ogking
Training Coordinator



National Educators Academy of the Philippines (NEAP)

as a Learning Service Provider

Establishing a Successful Digital Work Experience

Description

As offices continue their digital transformation, it is important to empower employees with the digital mindset and skills in order to successfully function in their roles and responsibilities. In this regard, the training aims to improve the capacity of DepEd Non-Teaching personnel in the digital workplace.

Objectives

Specifically, participants will be able to:

1. Adapt growth mindset and online well-being in their day-to-day activities
2. Effectively utilize Google workspace and other online productivity tools
3. Understand best practices in relation to cyber security, privacy, and protection

Duration: 5 days (3 hours of synchronous sessions/day; self-paced scheme for the remaining activities)

Target Participants: Administrative Staff, Administrative Aide, Administrative Officer
(Minimum of 150 participants per batch)

Registration Fee: Php 2,000 inclusive of certificates with corresponding training hours

***To cover expenses for professional fees, video conferencing app and LMS*

Program Matrix Plan

Day 1 (2 hours)	Day 2 (3 hours)	Day 3 (3 hours)	Day 4 (3 hours)	Day 5 (2 hours)
Growth mindset and online well-being This session is designed for employees to learn how they can create a positive online working environment. It will discuss best practices in fostering mental health, digital wellness and resilience.	Maximizing Google workspace This session will be a guided demonstration to familiarize with the features of various Google tools in order to make work faster, collaborative and increase productivity.		Online productivity tools This session will be a guided demonstration to familiarize with the features of various Google tools in order to make work faster, collaborative and increase.	Cyber security, privacy, and protection This session is designed for employees to learn how they can create a safe online working environment. It will discuss best security practices and privacy considerations.



Effective Communication Skills for Administrative Professionals

Description

The seminar-workshop focuses on communications skills that maximize the potentials of administrative professionals helping them to deliver optimum performance for the company. This seminar provides guidance and practical tools for employees to become higher performers. It helps the employees overcome communication barriers and develop organizational value for increased performance and results.

Objectives

At the end of the seminar-workshop, the participants are expected to:

1. Improve their office communication skills;
2. Increase their effectiveness in managing communication barriers;
3. Enhance their skills in preparing reports, project proposals, and other formal documents;
4. Make the most of technology using e-mails, online conferencing, instant messaging, and other computer applications

Duration: 5 days (3 hours of synchronous sessions/day; self-paced scheme for the remaining activities)

Target Participants: Administrative Staff, Administrative Aide, Administrative Officer
(Minimum of 150 participants per batch)

Registration Fee: Php 2,000 inclusive of certificates with corresponding training hours
**To cover expenses for professional fees, video conferencing app and LMS

Program Matrix Plan

Day 1 (3hours)	Day 2 (3 hours)	Day 3 (3hours)	Day 4 (3 hours)	Day 5 (3 hours)
Self-awareness Forms of Communication and Communication Barriers Non-Verbal Messages	Listening and Telephoning Skills Questioning Skills Dictation and Note-taking Strategies Telephone Conversations Telephone Etiquette	Functional Grammar in the Workplace Review of the Basic Grammar Grammar as a Communication Toolbox within Workplace Setting	Writing Business Correspondence Review of the Basic Grammar Writing Memos Writing Business Letters Preparing Reports and Proposals Sending of and Responding to Electronic Messages (e-mail, instant messaging, online conferences, etc.)	Growth mindset and online well-being Creating Positive Online Working Environment Mental Health and Digital Wellness



LIST OF OTHER TRAININGS

A. English for Specific Purposes

- o English for Human Resources
- o English for Telephoning
- o English in the Workplace
- o English for Marketing & Advertising
- o Hospitality English
- o English for Health professionals (Doctors, Nurses, PT, Radiographers, etc.)
- o English for Foreign Nationals (Koreans, Taiwanese, Chinese, Japanese, etc.)
- o Language Enhancement (Immersion to American and British English)
- o English for Office Personnel (Focused on grammar review, business communication, customer service management, accent neutralization and fluency exercise.)
- o And others...

B. Supervisory Development

- o Management and Supervisory Skills
- o Approaches to Supervision Development
- o Mentoring and Coaching
- o Effective Business Communication Skills
- o Maintaining a Safe and Respectful Workplace
- o Enhancing Resiliency in the Workplace
- o Enhancing your Leadership Potential through better Choice
- o Managing Human Resources
- o Time and Stress Management
- o Conflict Management

C. Learning and Development Courses

- o Measuring and Evaluating Learning for Learning and Development Practitioners
- o Learning and Development Program Design, Planning, and Implementation
- o Developing Learning Facilitation Skills among Learning and Development Practitioners

D. Core HRM

- o Strategic Human Resource Practices
- o Strategies in Managing Learning and Development in the Workplace
- o Strategic Approaches in Recruitment, Selection, and Placement for HR Management Practitioners
- o Strengthening Organizational Culture through Effective Workplace Relationships
- o Increasing Employee Productivity and Engagement: Revisiting Performance Management System, Rewards, and Recognition Programs

E. HR Courses

- o Enhancing the Potentials of Future Leaders: Designing Career Development and Succession Management Programs
- o Training of Trainers on Facilitating Open Space Technology (OST) and the World Café as Techniques in Group Facilitation



- o Boosting Organizational Performance through Effective Capacity Building Strategies
- o Leveling the Playing Field: Mainstreaming Gender in Government Agencies
- o Knowledge Management System: Strategies, Methodologies, and Innovations
- o Skills, Tools and Resources for Strategic Planning: A Seminar-Workshop for Human Resource Practitioners

F. Other Learning and Development Programs

- o Prioritizing Mental Health Amidst the Covid-19 Pandemic
- o Personality Development
- o Financial Literacy
- o Trends and Issues in Quality Management
- o Ethics in the Workplace
- o Values formation in the Workplace: Building Desirable Work Habits and Positive Attitudes
- o Negotiation in Business: Skills, Tools and Techniques for Better Customer Service
- o Team Building Activities

N.B. We also provide customized training programs.

