



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

DIVISION ADVISORY

No. 021, s. 2023

MAR 02 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

This Office informs all concerned that the Center for Human Research & Development Foundation Inc. (CHRDF) will be holding an **International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel** on **March 18, 19 & 25, 2023** via **Zoom application**.

This program is a rerun of the CHRDF's first installment of Learning Pathways for Non-Teaching Personnel Training Series in 2023. It is a fully online training program which is a combination of synchronous and asynchronous sessions via online platforms.

In line with this, interested non-teaching personnel who wish to strengthen their core behavioral competencies useful in increasing productivity and efficiency on the workplace will be collected a participation fee of Php 1,200.00 each until March 10 and a regular participation fee of Php 1,500.00 after March 10.

Further, attached is the CHRDF's letter, program details and profile of speakers for reference.

For more information, you may contact **Mr. Jeffrey M. Mayor, LPT**, Program Director, via e-mail at **chrdf.inc@gmail.com** or through these number: **0998-992-5601**.

In compliance with 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.

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

WILLIAM RODERICK R. FALLORIN
Assistant Schools Division Superintendent

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"We Mould Heroes"

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001120





Center for Human Research & Development Foundation Inc.
7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines

February 16, 2023

Office the Regional Director
Department of Education

Dear Sir/ Madam:

The Center for Human Research and Development Foundation Inc. would like to invite your non-teaching personnel to our incoming professional development program entitled **International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel** on March 18, 19 & 25, 2023 via Zoom App. This program is a rerun of the first installment of our Learning Pathways for Non-Teaching Personnel Training Series this 2023. It is designed for all non-teaching personnel who wish to strengthen their core behavioral competencies useful in increasing productivity and efficiency in the workplace. This is a fully online training program which is a combination synchronous and asynchronous sessions via Zoom App and Google classroom.

Pursuant to the DepEd Order no. 40 s. 2020 on Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic, this program is geared towards exploring the expected core behavioral competencies for academic staff.

After the three day seminar-workshop, the participants are expected to:

- Understand the vital importance of change and innovation in the organization;
- Understand the value of satisfying clients and your role in achieving service excellence;
- Commit to develop a Customer First mindset and customer-focused behaviors;
- Identify different customer types and interact appropriately with them;
- Gain in-depth understanding on applicable UN SDGs in your work setting;
- Recognize the importance of proactively promoting principles on child friendly school; and
- Develop an action plan based on the different topics discussed in every session.

*live and recorded videos will be provided for limited time only.

With this, we would like to request your good office to help us disseminate this information to the target participants through an advisory.

For other inquiries, please email us at chrdf.inc@gmail.com or text us at 09989925601. Thank you and we look forward to serving you.

Sincerely yours,


Mr. Jeffrey M. Mayor, LPT
Program Director, CHRDF Inc.



Center for Human Research & Development Foundation Inc.
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March 18, 2023 (Day 1)

9:00 A.M. Log-in to Zoom App
9:15 Opening program, orientation and perspective settings
Introduction of the speaker
10:00 Session 1: **Change and Innovation in the Workplace**
Dr. Leah S. Corpuz, LASC Learning Solutions
12:00 P.M. Lunch break
1:45 Log-in to Zoom App
2:00 Session 2: **Relational Problem Solving at Work**
Mr. Bon Doblal, RMP, CHRP, CLDP
4:00 Assessment task no. 1
5:00 End of day 1

March 19, 2023 (Day 2)

8:30 A.M. Log-in to Zoom App
9:00 Preliminaries and introduction of the speaker
Session 3: UN SDG in Action: Making the Workplace Sustainable
Dr. Elenita Que, University of the Philippines Diliman
12:00 P.M. Lunch break
1:45 Log-in to Zoom App
2:00 Session 4: **Role of Academic Support Staff in Child Friendly School**
Mr. Jeffrey M. Mayor, CHRDF Inc. Program Director
4:00 Assessment task no. 2
5:00 End of day 2

March 25, 2023 (Day 3)

8:30 A.M. Log-in to Zoom App
9:00 Preliminaries and introduction of the speaker
Session 5: **The Essentials of Customer Service**
Mr. Adrian V. Legazpi Training Manager for Design, SM Retail Inc.
11:00 Post-assessment
11:30 Closing program and evaluation
12:00 P.M. End of the seminar-workshop



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Registration fee:

Purely online participation via Zoom App: **₱1,200.00 per head** until March 10, 2023 only

Inclusion:

- Attendance to all sessions
- Digital and printed certificate of appearance, attendance, participation and recognition
- Free membership to professional organization-Southeast Asia Research Collaborators Hub
- Digital handouts

After March 10, 2023, regular participation fee is **₱1,500.00 per head**

PAYMENT PROCESS:

G-Cash/ Paymaya (Please use SEND MONEY TO BANK option & NOT express send) or Over-the-counter payment

Please use the details below: For surname put Foundation

Bank name: Metropolitan Bank Trust Company (Metrobank)

Account name: CHRDF Inc.

Savings Account no.: 473-3-47312516-2

Bank name: Asia United Bank (AUB)

Account name: CHRDF Inc.

Savings Account no.: 538-01-000060-8

or Palawan Express (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at chrdf.inc@gmail.com with subject **NTP02** and in the body complete name and organization/ name and address of school.



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Profile of Speakers

Dr. Elenita Que earned her master's degree in Education major in Educational Technology at the University of the Philippines-Diliman. She received her Ph.D. in Education, specializing in ICT Education at Hiroshima University, Hiroshima, Japan in February 2022. She also completed her Digital Literacy Fellowship at the Queensland University of Technology in Brisbane, Australia in 2015. She is currently a faculty and the program coordinator of the Educational Technology Area at the UP College of Education.

Dr. Leah S. Corpuz is the founder and lead trainer of the LASC Learning Solutions, providing training services to different government agencies and private institutions all over the Philippines and other Asian countries. She finished AB English, MA English and PhD in Language Education in University of Cordilleras, Baguio City.

Mr. Bon Doblar, RMP, CHRP, CLDP is an experienced and hybrid environment competent Human Resource Professional with demonstrated history as the youngest Director for Human Resources of a non-sectarian private Higher Education Institution in Bocaue, Bulacan. An active youth-leader, public speaker, an advocate, and young professional hailed as International Innovative Educator in India, Futuristic Education Leader in Dubai, Model United Nations two-time delegate, international researcher, and a triple-licensed holder as Marketing, Learning development and Human Resource Professional, in PHL and UK, engaged in facilitating various multi-sectoral programs and advocacies for the last five years.

Mr. Adrian V. Legaspi, LPT graduated from Trinity University of Asia under the course of Bachelor of Science in Secondary Education Major in English. He first worked in La Salle Green Hills, not only as teacher and adviser, but also as a moderator to the LSGH Debate team. He eventually transferred to the corporate world as a trainer. He started as an assistant training manager in Philippine Prudential, then moved up as he shifted to training manager in AP Cargo. He currently works as an instructional design manager for SM retail, and is completing his MA in DLSU, under the course, Master in Learning and Teaching.

Mr. Jeffrey M. Mayor, LPT is the CHRDF's program director and lead trainer for continuing professional development. He is training and development specialist. He is a licensed professional teacher and currently finishing his graduate degree in educational psychology in De La Salle University Manila. He is a member of International Society for Technology in Education (ISTE) and last June 2022 he attended the International Conference on Redesigning Pedagogy 2022 and Touch Family Conference 2022 in Singapore. He is a textbook writer, passionate educator and professional development specialist.



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About Center for Human Research & Development Foundation Inc.

The Center for Human Research and Development Foundation, Inc. (CHRDF) started as a training center commissioned by the Technical Education and Skills Development Authority (TESDA) in cooperation with the Philippine Association of Private Technical Institute (PAPTI) and the Don Bosco Center for Research and Training in 1994 to undertake short-term training programs for the enhancement of vocational, industrial, and technical skills of workers in government as well as private institutions all over the country.

In 1995, CHRDF ventured into the training of technical school administrators in the area of financial management in the Visayas and Mindanao. In 1997, CHRDF expanded its audience to include teachers and college instructors teaching Filipino when it conducted a seminar-workshop on "Pagtuturo ng Filipino sa Bagong Kalakaran" in cooperation with U.P. College (Baguio City) and in cooperation with RELC-DECS Region XI (Davao City). In 1998, CHRDF again expanded its audience to include teachers and college instructors teaching English when it conducted a seminar-workshop on ESP as an Alternative Approach to English Language Teaching for Globalization in cooperation with: Cebu Institute of Technology in Cebu City; the Association of Booksellers for the Academe and the Professions (ABAP) and with Davao Librarians Association (Davao City). Also in 1998, it conducted seminar-workshops for textbook and journal article writers working in the academe, corporate and industrial firms (Davao City).

Today, CHRDF is deeply committed to provide up-to-date qualified Continuing Professional Development (CPD) conferences and training programs compliant with the ASEAN Mutual Recognition Arrangement and Philippine Quality Framework (PQF) standards. We are one with the Philippine Government in accelerating human capital through bridging the gap with the challenges of ASEAN integration and Global citizenship. With our professional partners in various disciplines, we are broadening our horizons by reaching out every Filipino educator in all levels both in public and private schools, school administrators, deans, librarians, as well as the non-educators in general.

Vision

To be a training institution that is committed to imparting high-level knowledge to promote the professional and self- development of our participants for the benefit of themselves, their institution and the nation.

Mission

As an active part of nation building, the Center for Human Research and Development Foundation Inc. (CHRDF) exists to uplift the technical skills, intellectual capacity, moral and economic well-being particularly of the working class of the Philippine society.

As a non-stock, non-profit corporation, CHRDF is committed to upgrading the quality of job performance of teachers, instructors, professionals and para-professionals, vocational and technical instructors in public and private educational and business institutions by offering a full-range of affordable and high-quality training programs backed by research, publications and information.

Core Values

Professional Excellence, Resilience, Lifelong Learning and Positive Transforming leadership.