



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

MAY 10 2024

**DIVISION ADVISORY**

No. 152 s. 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary, Secondary and SHS Heads  
All others Concerned

This Office informs all concerned that the **CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION INC.**, will hold its **National Training Program on Future-Proof Workplace for Non-Teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management, and Public Information Officers** on May 17-19, 2024 via Zoom Conferencing System. The theme of this training program is "Vital Role of Non-Teaching Personnel in Successfully Realizing the MATATAG Curriculum and Four Point Agenda towards Enhanced Basic Education.

Attached is a letter from Ms. Virginia P. Gapuz, President, CHRDF for reference and other details.

For information and guidance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
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*

SO11/mbdc



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001700

COMMITMENT TO  
QUALITY MANAGEMENT LEVEL 4  
2022

**Center for Human Research & Development Foundation Inc.**

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines 8330-8233 | 332-1114 | 925-1127  
SEC Registration no. 166734 NEAP Authorization No. LSP-2020-0035-1116 PRC Accreditation no. PTR 2020-040



May 7, 2024

**Schools Division Superintendent**

Department of Education

Dear Sir/ Madam:

Greetings of Peace!

In support with Vice president and Education Secretary Hon. Sara Z. Duterte's MATATAG Curriculum especially the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> pillars of the program- **TA**ke steps to accelerate the delivery of basic education services and provision facilities, **TA**ke good care of learners by promoting learner well-being, inclusiveness learning, and positive learning environment and **GI**ve support for teachers to teach better, the Center for Human Research and Development Foundation (CHRDF) Inc. prepared programs geared towards strengthening the workforce in the Department of Education especially the current and aspiring non-teaching personnel. We would like to invite your non-teaching personnel to join the **National Training Program on Future-Proof Workplace for Non-Teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers** on May 17-19, 2024 via Zoom Conferencing System. The theme of this training program is "*Vital Role of Non-Teaching Personnel in Successfully Realizing the MATATAG Curriculum and Four Point Agenda towards Enhanced Basic Education.*"

**Program rationale:**

The primary purpose of this training program is to provide opportunities for the professional development of the allied services personnel in DepEd such as planning officer, human resource management officers, accountants, cashiers, librarians, office clerks, secretaries, admin officers and other support personnel. This is consistent with the Philippine Development Plan 2030 under Improve Education and Lifelong Learning which aim to further strengthen our workforce through transformative lifelong learning opportunities to promote human and social development.

Pursuant to the DepEd Order no. 40 s. 2020 or 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.

**The teacher-participants are expected to:**

1. Explain the value of embrace lifelong learning and how the future belongs to those who continually seek knowledge;
2. Explain how digital literacy enhance and boost performance in the workplace;

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3. Identify the vital role of non-teaching personnel in the effective implementation of the curriculum;
4. Describe how different generations, their core values and preferences impact work and strategy execution;
5. Utilize regulatory standards as a guide to apply policies, procedures, standards and occupational safety and health principles;
6. Explain how DO\_s2016\_035 or Learning Action Cell can promote lifelong learning in the workplace; and
7. Address the different computer and internet-based applications that will facilitate efficient transactions in the office as non-teaching personnel.

These training programs will be done using blended learning approach (online and face to face) to ensure adherence to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

Participants reporting to work on day 1 can watch the recorded videos and answer the assessment on a later time or day.

Registration fee: ₱1,200.00 per head (payment for entire program) inclusive of access to sessions/modules, recorded videos, earn national-level certificates of participation (24 training hours), recognition, completion, attendance and appearance.

### Registration and payment process:

1. Pay the amount using any of the following payment channels:

#### **Bank Deposit (Over the Counter) or**

**GCash/ Maya**, please use TRANSFER not express send:

Savings Account name: **CHRDF Inc.** (This a corporate/business account)

Metrobank Account no. 473-3-47312516-2 or

Asia United Bank (AUB) Account no.: 538-01-000060-8

#### **Palawan Express** (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601

2. Take a screenshot of your successful transaction
3. Email the screenshot to [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) with subject **NTP OL** and in the body, write your name and email address
4. Expect a reply within the day (if sent within business hours) and fill out the form we will send you.
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With this, we would like to seek your support by helping us disseminate this information to DepEd teaching personnel through an advisory.

For other inquiries, please email us at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com). Thank you and we look forward to serving you.

Sincerely yours,

  
**Ms. Virginia P. Gapuz**  
President

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### Program of Activities

#### Day 1

8:00 A.M.	Log-in to Zoom App
8:30	Opening program, orientation and recognition of delegates
9:00	Talk no. 1: <b>Building A Future Proof Workplace</b>
10:30	Health break
11:00	Self-Assessment Quiz
12:00	Lunch break
1:30 P.M.	Log-in to Zoom App
2:00	Talk no. 2: <b>Promoting Wellbeing in the Workplace</b>
3:30	Health break
4:00	Self-Assessment Quiz no. 1
5:00	End of day 1

#### Day 2

8:00 A.M.	Log-in to Zoom App
8:15	Preliminaries
8:30	Talk no. 3: <b>Tech Tools for Office Work</b>
10:00	Health break
10:30	Self-Assessment Quiz no. 2
11:00	Talk no 4: <b>Addressing Gender-Based Violence</b>
12:00	Lunch break
1:30 P.M.	Log-in to Zoom App
2:00	Talk no. 5: <b>Improving Communication in Educational Settings,</b>
3:30	Health break
4:00	Self-Assessment Quiz no. 3
5:00	End of day 2

#### Day 3

8:00 A.M.	Log-in to Zoom App
8:30	Preliminaries
9:00	Talk no. 6: <b>Promoting Lifelong Learning through Learning Action Cell</b>
10:30	Health break
11:00	Self-Assessment Quiz no. 4
12:00	Lunch break
1:15 P.M.	Log-in to Zoom App
1:30	Action Plan Writeshop
3:00	Health break
3:30	Presentation of output
4:30	Closing program, awarding of certificates, evaluation
5:00	End of the training program



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BY: 



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