



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

**DIVISION ADVISORY**

DEC 01 2025

No. 319 s. 2025

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 about the **INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY DEVELOPMENT FOR NON-TEACHING PERSONNEL** by Philippine Educators for Professional Development Inc. (PEPD). The activity will be held in three batches at designated venues.

Attached is a copy of the letter from Mr. Jeffrey M. Mayor, LPT, MBA, CLDP, Executive Director, for further details and inquiries.

Immediate dissemination of this Advisory is enjoined.

  
**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*

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Advisory No. **235**, s. 2025

November 24, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
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**INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY  
DEVELOPMENT FOR NONTEACHING PERSONNEL**

The Philippine Educators for Professional Development Inc. (PEPD) invites nonteaching personnel and administrative staff to its International Seminar-Workshop on Skills Building and Capacity Development for Nonteaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education. This is with the theme, Enhancing Work Productivity and Administrative Competence: Developing 5Cs–Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.

The seminar aims to

1. demonstrate awareness of ethical standards and accountability in public service,
2. apply AI and digital productivity tools to improve office workflow,
3. strengthen media and information literacy in managing communication and data,
4. practice effective conflict management and team collaboration, and
5. apply principles of disaster preparedness, resilience in the office, and school operations.

The seminar will be conducted in three batches:

Date	Venue
January 9–11, 2026	Girl Scouts of the Philippines, Ating Tahanan Training Program, Baguio City
May 1–3, 2026	Western Philippines University, Puerto Princesa City
August 21–23, 2026	Zoom Conferencing System

Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546 also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

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