



Advisory No. 56, s. 2024

September 23, 2024

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,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

National Seminar Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace

The Center for Human Research and Development Foundation (CHRDF) Inc. would like to invite Non-Teaching Personnel to its seminar-workshop titled “National Seminar Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace” to be held on October 5-6 & 12-13, 2024 via Zoom Conferencing System with the theme “*Ensuring Quality and Efficient Service to Support Transformative Education*”.

The primary purpose of this training program is to provide opportunities for upskilling and retooling 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.

The training is FULLY ONLINE via Zoom App and self-paced. In case the participant is unavailable during the scheduled live session, the participant can watch the recorded video. The participants who finish the training will receive 10 digital certificates with 40 training hours. Request for printed certificate is FREE but the participants will shoulder the shipping fee.

There will be a registration fee of ₱1,199.00 per head or group rate of ₱999.00 per head (max of 3 pax). Participation of interested DepEd officials/personnel/staff is **personal and on a voluntary basis**. See enclosure of this Division Advisory for more information, guidance, and reference.

For inquiries, clarification, or assistance, please contact:

- Virginia P. Gapuz, President
- Email: chrdf.inc@gmail.com

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



Date: September 13, 2024

To: All Teaching Non-Personnel from Public and Private Schools in the Philippines

Thru: Schools Division Superintendent, Principals, School Heads and School Directors

Re: **National Seminar Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace**
October 5-6 & 12-13, 2024 via Zoom Conferencing System

Theme: Ensuring Quality and Efficient Service to Support Transformative Education

Program rationale:

The primary purpose of this training program is to provide opportunities for upskilling and retooling 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.

The participants are expected to:

1. Develop participants' understanding of the principles and practices of inclusive and equitable education, and to equip them with strategies for promoting lifelong learning opportunities within their communities or organizations.
2. Familiarize participants with ISO quality management standards, including their principles and requirements, and to provide practical skills for implementing and maintaining effective quality assurance processes in their organization.
3. Enhance participants' ability to identify sources of conflict and to apply effective conflict resolution techniques, thereby improving workplace relationships and fostering a more collaborative environment.
4. Present best practices for the systematic organization, storage, and retrieval of records, ensuring compliance with legal and regulatory requirements while improving operational efficiency.
5. Guide participants in designing and implementing effective office layouts and organizational systems that enhance productivity, optimize space utilization, and create a more efficient work environment.
6. Provide strategies and tools to achieve a healthy work-life balance, promoting personal well-being and reducing stress, ultimately leading to improved job satisfaction and performance.
7. Equip participants with the knowledge and skills needed to establish and sustain environments that prioritize safety, inclusivity, and respect, ensuring that all individuals feel secure and valued in their interactions.

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Registration fee:

Individual rate ₱1,199.00 per head

Group rate ₱999.00 per head (minimum of 3 pax)

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 with subject **NTP03** 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.
5. Expect another email 1 day before the learning event for final instructions and reminders regarding the seminar.

What certificates can get from this training?

1. Certificate of Participation with 40 training hours
2. 7 Certificates of Attendance
3. Certificate of Recognition
4. Certificate of Completion
5. Certificate of Appearance

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

Sincerely yours,


Ms. Virginia P. Gapuz

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President

Program of Activities

Day 1

8:45 A.M. Log-in to Zoom App
9:00 Opening program, orientation and recognition of delegates
10:00 Talk no. 1: **UN Sustainable Development Goal 4: Education and Lifelong Learning**
12:00 Lunch break
1:00 P.M. Talk no. 2: **ISO for Quality Assurance**
4:00 Self-assessment quiz
5:00 End of day 1

Day 2

8:00 A.M. Preliminaries
9:00 Talk no. 3: **Managing Conflict in the Workplace**
12:00 Lunch break
1:00 P.M. Talk no. 4: **Records Management**
4:00 Self-assessment quiz
5:00 End of day 2

Day 3

8:00 A.M. Preliminaries
9:00 Talk no. 5: **Office Planning for Better Organization**
12:00 Lunch break
1:00 Talk no. 6: **Promoting Personal Wellbeing through Work-Life Balance**
4:00 Self-assessment quiz
5:00 End of day 3

Day 4

8:00 A.M. Preliminaries
9:00 Talk no. 7: **Creating and Maintaining Safe Spaces**
12:00 Lunch break
1:00 Writeshop: Action plan
4:00 Closing program, awarding of certificates, evaluation
5:00 End of the training program