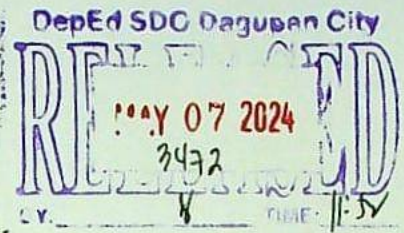




Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



Office of the Schools Division  
 Superintendent

Advisory No. 08, s. 2024

In compliance with DepEd Order (D.O) No. 8, s. 2013  
 this advisory is issued not for endorsement per D.O No. 28, s. 2001,  
 but only for the information of DepEd Officials,  
 personnel/staff, as well as the concerned public.  
 (Visit [www.deped.gov.ph](http://www.deped.gov.ph))

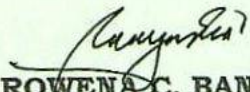
**NATIONAL TRAINING PROGRAM ON FUTURE-PROOF WORKPLACE FOR NON-TEACHING PERSONNEL AS ADMINISTRATORS, PROJECT DEVELOPMENT, HUMAN RESOURCE, FINANCE, RECORDS, FACILITY MANAGEMENT, AND PUBLIC INFORMATION OFFICERS**

Enclosed is Regional Advisory no. 0053, s. 2024 titled *National Training Program on Future-Proof Workplace for Non-Teaching Personnel as Administrators, Project Development, Human Resource, Finance, Records, Facility Management, and Public Information Officers* for the information of all concerned.

For more information, please contact:

CHRDF Office

Contact numbers: 8330-8233/332-1114/925-1127

  
**ROWENA C. BANZON EdD, CESO V**  
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)

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Republic of the Philippines  
**Department of Education**  
REGION I



Advisory No. 0053, s. 2024  
APR 26 2024

In compliance with DepEd Order (D.O) No. 8, s. 2013  
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**NATIONAL TRAINING PROGRAM ON FUTURE-PROOF WORKPLACE FOR NON-TEACHING PERSONNEL AS ADMINISTRATORS, PROJECT DEVELOPMENT, HUMAN RESOURCE, FINANCE, RECORDS, FACILITY MANAGEMENT, AND PUBLIC INFORMATION OFFICERS**

The Center for Human Research and Development Foundation, (CHRDF) Inc will conduct the National Training Program on Future-Proof Workplace for Non-Teaching Personnel as Administrators, Project Development, Human Resource, Finance, Records, Facility Management, and Public Information Officers at the GSP Ating Tahanan National Program and Training Center, South Drive, Baguio City on May 3-5, 2024.

This training will utilize a blended learning approach, incorporating both online and in-person sessions. It's important to note that this is a live-out training. Participants residing outside of Baguio City are responsible for arranging their own accommodation and meals..

**Attendance of the participants shall be voluntary** in accordance to the DepEd Memorandum 12, s. 2023 or the *Moratorium on the Implementation of DepEd Order No. 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders)* issued on March 2, 2023. Participation of interested participants shall be on Official Time.

For more information, please contact:

CHRDF Office  
Contact numbers.: 8330-8233/332-1114/925-1127

HRDD/rcf/ADV\_CHRDF  
April 26, 2024

*Handwritten signature*



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324



DepEd Region I



region1@deped.gov.ph



www.depedro1.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

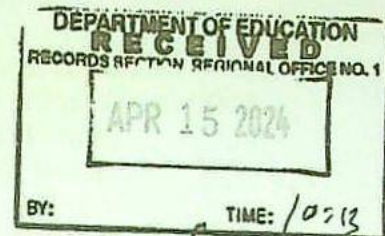


April 12, 2024

**Office of the Regional Directors**  
Department of Education

Dear Sir/Madam:

Greetings of Peace!



In light of Vice President and Education Secretary Hon. Sara Z. Duterte's desire to strengthen basic education in the country through the MATATAG curriculum, she underscored the valuable role of non-teaching personnel in realizing the four-point MATATAG agenda. The Center for Human Research and Development Foundation (CHRDF) Inc. prepared a program that is geared towards enhancing the capabilities of the non-teaching workforce in the Department of Education. We are pleased to invite you to 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 3-5, 2024, at GSP Ating Tahanan National Program and Training Center, South Drive, Baguio City. The training will be done using blended learning modality- online and face to face to ensure that the competencies of the training will be successfully achieved by all participants. This is a live-out training; people living outside Baguio City will make their own arrangements for their accommodation and meals.

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.

**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 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 artificial intelligence (AI) can enhance and boost performance in the workplace;



SDO DAGO CITY



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.

**Program of Activities (Training Matrix)**

<b>Day 1 May 3, 2024 (Online or Face to Face)</b>	
8:00 A.M.	Opening program & Orientation
9:00	Session 1: <b>Harnessing the Power of Artificial Intelligence for Academic Support Staff</b>
12:00 P.M.	Lunch
1:00	Session 2: <b>Building a Future-Proof Workforce for DepEd Non-Teaching Personnel</b>
3:00	Health break
3:30	Session 3: <b>Vital Role of Non-Teaching Personnel in Effective Implementation of MATATAG Curriculum</b>
5:00	End of day 1
<b>Day 2 May 4, 2024 (Face to Face)</b>	
8:00	Registration & Preliminaries
8:30	Session 3A: <b>Managing Multi-Generational Differences at Work</b> Session 3B: <b>Improving Digital Literacy</b>
10:00	Health break
10:30	Continuation of session
12:00 PM	Lunch break
1:30	Session 4A: <b>Occupational Safety &amp; Health</b> Session 4B: <b>Basic Graphic Design using Canva</b>
3:00	Health break
3:30	Continuation of session
5:30	End of day 2
<b>Day 3 May 5, 2024 (Face to Face)</b>	
8:00 AM	Registration & Preliminaries
8:30	Session 5A: <b>Promoting Lifelong Learning in the Workplace through Learning Action Cell</b>
10:00	Health break
10:30	Workshop
11:30	Closing Program, Awarding of Certificates, Evaluation and Reminders
12:00 PM	End of the Seminar Workshop
1:00	Travel time

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

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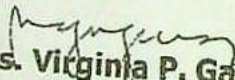
5:00

With this, we would like to seek your support by helping us disseminate this information to DepEd teaching personnel through an advisory.

This training program 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.

For other inquiries, please email us at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) or text us during office hours at 09989925601. Thank you and we look forward to serving you.

Sincerely yours,

  
**Ms. Virginia P. Gapuz**  
President