



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

DIVISION ADVISORY
No. 016, s. 2023
February 02, 2023

*In compliance with DepEd Order No. 8, s. 2013,
this Advisory is issued not for endorsement as per DO No. 28, 2001
but for the information of DepEd Officials, Personnel/ Staff and the concerned public
(visit <https://depedelsalvadorcity.net>)*

**LEARNING PATHWAYS FOR NON-TEACHING
PERSONNEL TRAINING SERIES**

The Center for Human Research & Development Foundation Inc. is inviting teachers, school administrators and non-teaching personnel to join the **LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES** on February-November 2023 via Online Platform.

The participation of both public and private schools shall be on a voluntary basis. As such, the participants themselves shall shoulder any registration fees and travel/incidental expenses. Further, participation shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 09, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*, Section 3 of Republic Act No. 5546 (Policy on Contributions), and DepEd Order No. 066, s. 2017 (Policy on Off-Campus Activities).

Immediate and wide dissemination of this Advisory is desired.

Encl:

As stated

Reference:

Letter of Invitation from the Organizer

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS

SGOD/HRD/merogim

MJ *OS*



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Center for Human Research & Development Foundation Inc.

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines

January 5, 2023

The Office of the Schools Division Superintendent
Department of Education

Dear Sir/ Madam:

A Grace-filled New Year!

Since 1994, the Center for Human Research and Development Foundation Inc. as a non-stock and non-profit organization collaborated to various community stakeholders in providing high quality and relevant learning and development programs. As the new year begins, we have designed year-long professional development programs for non-teaching personnel. We are well aware on the various steps carried out by the Department of Education to improve the education over the years. We are one in lauding and celebrating all these unwavering efforts and achievements.

As an authorized NEAP learning service provider and official partner of DepEd in professional training for teachers and school leaders, we would like to extend our programs for the non-teaching personnel. We develop the **LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**. This will be a 5 batches of training and development programs designed for the office workers in educational settings. We strongly believe in the power of training and development as manifestation of U.N. SDG 4- Education, specifically on providing opportunities for lifelong learning to keep every initiatives and reforms in the public school system running.

For an organization to be effective and be able to deliver its intended outcomes, its workforce needs to be skilled, competent and confident. Across all sectors, it means that they are subject to continual change, especially in the Volatile, Uncertain, Complex, and Ambiguous (VUCA) world that we are living. The pandemic is a real game changer. The non-teaching employees' competence requires enhancement and operate by being flexible, agile and continually evolving.

The programs we prepared is consistent to DepEd Order no. 32, s. 2011 or Policies and Guidelines on Training and Development (T&D) Programs and Activities and 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.

<i>Title of program</i>	<i>Date of Conduct</i>	<i>Venue</i>
International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel	February 3, 4, & 11, 2023	Purely Online



International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings	May 13, 14 & 20, 2023	Baguio City (Blended)
International Seminar Workshop on Effective Work Management for Non-Teaching Personnel	June 9,10 & 11, 2023	Quezon City (Blended)
National Seminar Workshop on Enhancing Competencies and Capabilities of Non-Teaching Personnel	August 18-21, 2023	Purely online
International Seminar Workshop on SDG4 Education for Non-Teaching Personnel as Lifelong Learners	November 25, 26 & 30, 2023	Baguio City (Blended)

With this, I together with the officers of our organization will be very grateful and honored if your good office can help us disseminate information about the abovementioned learning events to all interested parties through an advisory.

For any questions, you may contact us at 09989925601 (text only) or email me at chrdf.inc@gmail.com for complete details such as registration fee and program details.

Thank you and we look forward to serving you.

Sincerely yours,


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



LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES

Program description:

This program has been designed for all non-teaching personnel who are responsible in providing technical support in the effective delivery and implementation of Basic Education Development Plan 2030. This will be a series of interrelated seminar-workshops that aims 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 focus of the various training programs are the identified core behavioral competencies based on evidenced-based practices here and abroad. Meaningful guidance and skills will be provided so that the participants may be able to attain or exceed objectives with intended learning outcomes together with other members of their organization.

Program objectives:

By the end of each seminar- workshop, participants will be able to:

- Enumerate the expectations of management for all associates;
- Provide opportunity for benchmarking;
- Apply critical steps for effective planning and project implementation;
- Explain the value of establishing and maintaining work relations;
- Implement guidelines for work innovation and managing change;
- Apply the critical steps for high quality decision-making; and;
- Conduct effective meeting using the required guidelines

Program highlights:

- Meet and learn from industry practitioners
- Enhancement of professional portfolio
- Gain in-depth knowledge about adult learning, leadership and work management
- Participate in workshops to acquire high relevant skills