

Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**

SGOD-UM-09-05-2023/CPG

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
School Heads  
All Other Concerned

By the authority of the Schools Division Superintendent

From: *Shielight*  
**ATTY, NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-In-Charge

Date: September 5, 2023

Subject: **INVITATION TO THE INTERNATIONAL SEMINAR WORKSHOP ON EFFECTIVE WORK MANAGEMENT FOR NON-TEACHING PERSONNEL**

1. This is in connection with the invitation of Center for Human Research & Development Foundation Inc.; inviting interested non-teaching personnel to attend to the International Seminar Workshop on Effective Work Management for Non-Teaching Personnel; an online training program with a combination of synchronous and asynchronous sessions via Zoom Application and Google classroom respectively. This will be held on September 15-17, 2023.
2. Interested participants may email at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) or text at 09989925601, and for other details please see attached communication.
3. Participation in this program is on a voluntary basis only.
4. For information

CPG/SGOD-UM-09-05-2023 Invitation to the International Seminar Workshop on Effective Work Management for Non-Teaching personnel



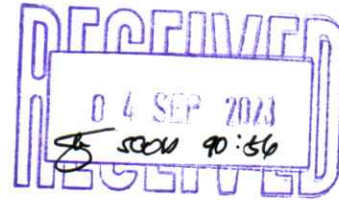
San Roque, Virac, Catanduanes  
(052) 811-40-63  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo-Region V - Catanduanes

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

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



August 31, 2023



Dear \_\_\_\_\_,

After the success of the first 5 runs of professional development program for non-teaching personnel, the Center for Human Research and Development Foundation Inc. would like to you to the **International Seminar Workshop on Effective Work Management for Non-Teaching Personnel on September 15-17, 2023 via Zoom App.** This program is part of our Learning Pathways for Non-Teaching Personnel Training Series this 2023. It is designed for all non-teaching personnel who wish to strengthen their core behavioral competencies useful in increasing productivity and efficiency in the workplace. This is a fully online training program which is a combination synchronous and asynchronous sessions via Zoom App and Google classroom. Recorded session will be made available for limited time only.

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.

After the three day seminar-workshop, the participants are expected to:

- Understand the vital importance of change and innovation in the organization;
- Understand the value of satisfying clients and your role in achieving service excellence;
- Commit to develop an open communicating system in the workplace;
- Promote heroic leadership, financial literacy and strategic planning;
- Gain in-depth understanding on applicable UN SDGs in your work setting;
- Revisit the enabling laws and policies for civil servants; and
- Develop an action plan based on the different topics discussed in every session.

Topics:

- a) Revisiting Enabling Laws and Policies for Civil Servants
- b) Financial Literacy
- c) Heroic Leadership
- d) Tools for strategic planning
- e) Promoting Open Communicating System in the Workplace
- f) Gender Inclusive Language

The schedule for this training program is consistent 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.

September 15, 2023 4:00 P.M.-9:00 P.M.

September 16, 2023 8:00 A.M.- 6:00 P.M.

September 17, 2023 8:00 A.M.- 6:00 P.M.



## Center for Human Research & Development Foundation Inc.

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

The following ROs and SDOs released advisory for this training program:

- National Capital Region, Valenzuela City
- Bicol Region, Naga City
- Central Visayas Region, Negros Oriental
- Northern Mindanao, Misamis Oriental, El Salvador City

### Registration fee:

Early registration: until September 5, 2023 only

Individual ₱1,999 per head

Group of 5 ₱1,699 per head

Group of 10 ₱1,499 per head

Regular registration: from September 6, 2023 onwards

Individual ₱2,299.00 per head

Group of 5 ₱1,999.00 per head

Inclusion: Access to all sessions, digital and printed certificates: participation, completion, attendance & recognition and e-handouts

**TO PAY AS A GROUP:** Just send your payment AS ONE and email us AS ONE with your complete names and email addresses.

### PAYMENT PROCESS:

**G-Cash/ Maya** (Please use SEND MONEY TO BANK option & NOT express send) or Over-the-counter payment Please use the details below:  
For surname put Foundation

Bank name: **Asia United Bank (AUB)**  
Account name: CHRDF Inc.  
Savings Account no.: 538-01-000060-8

Bank name: **Metropolitan Bank Trust Company (Metrobank)**  
Account name: CHRDF Inc.  
Savings Account no.: 473-3-47312516-2

**Palawan Express** (Send Money Form)  
Receiver: Virginia P. Gapuz  
Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) with subject **NTP06** and in the body complete name and organization/ name and address of school.

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

Sincerely yours,

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

**Center for Human Research & Development Foundation Inc.**  
7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



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

The Center for Human Research and Development Foundation, Inc. (CHRDF) started as a training center commissioned by the Technical Education and Skills Development Authority (TESDA) in cooperation with the Philippine Association of Private Technical Institute (PAPTI) and the Don Bosco Center for Research and Training in 1994 to undertake short-term training programs for the enhancement of vocational, industrial, and technical skills of workers in government as well as private institutions all over the country.

In 1995, CHRDF ventured into the training of technical school administrators in the area of financial management in the Visayas and Mindanao. In 1997, CHRDF expanded its audience to include teachers and college instructors teaching Filipino when it conducted a seminar-workshop on "Pagtuturo ng Filipino sa Bagong Kalakaran" in cooperation with U.P. College (Baguio City) and in cooperation with RELC-DECS Region XI (Davao City). In 1998, CHRDF again expanded its audience to include teachers and college instructors teaching English when it conducted a seminar-workshop on ESP as an Alternative Approach to English Language Teaching for Globalization in cooperation with: Cebu Institute of Technology in Cebu City; the Association of Booksellers for the Academe and the Professions (ABAP) and with Davao Librarians Association (Davao City). Also in 1998, it conducted seminar-workshops for textbook and journal article writers working in the academe, corporate and industrial firms (Davao City).

Today, CHRDF is deeply committed to provide up-to-date qualified Continuing Professional Development (CPD) conferences and training programs compliant with the ASEAN Mutual Recognition Arrangement and Philippine Quality Framework (PQF) standards. We are one with the Philippine Government in accelerating human capital through bridging the gap with the challenges of ASEAN integration and Global citizenship. With our professional partners in various disciplines, we are broadening our horizons by reaching out every Filipino educator in all levels both in public and private schools, school administrators, deans, librarians, as well as the non-educators in general.

#### **Vision**

To be a training institution that is committed to imparting high-level knowledge to promote the professional and self-development of our participants for the benefit of themselves, their institution and the nation.

#### **Mission**

As an active part of nation building, the Center for Human Research and Development Foundation Inc. (CHRDF) exists to uplift the technical skills, intellectual capacity, moral and economic well-being particularly of the working class of the Philippine society.

As a non-stock, non-profit corporation, CHRDF is committed to upgrading the quality of job performance of teachers, instructors, professionals and para-professionals, vocational and technical instructors in public and private educational and business institutions by offering a full-range of affordable and high-quality training programs backed by research, publications and information.

#### **Core Values**

Professional Excellence, Resilience, Lifelong Learning and Positive Transforming leadership.