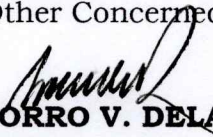


Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM

SGOD-UM-12-05-2023/CPG

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

From: 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Date: December 05, 2023

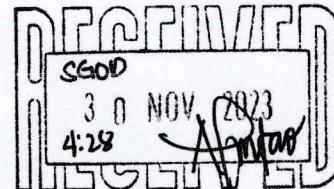
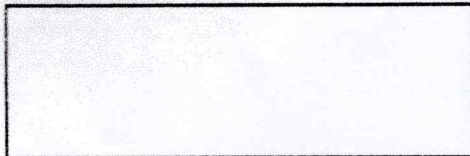
Subject: **INVITATION TO THE INTERNATIONAL SEMINAR WORKSHOP ON STRATEGIC LEADERSHIP AND MANAGEMENT FOR HUMAN RESOURCE PROFESSIONALS IN EDUCATIONAL SETTINGS**

1. This is in connection with the invitation of Center for Human Research and Development Foundation Inc. inviting interested participants to attend the International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings on December 6-8, 2023 in DBP Training Complex, Baguio City.
2. Interested participants may register to the link <https://forms.gle/pXCHvp2YKXx9dVtM6> and for other details please see attached documents for your reference.
3. Attendance to this activity is on voluntary basis only.
4. For information.

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



November 29, 2023



Dear _____:

Greetings of Peace!

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.

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. Thus, our organization designed the **Learning Pathways for Non-Teaching Personnel Training Series**. Come December 6-8 2023, we will gather Human Resource Professionals from educational institutions in DBP Training Complex, Baguio City for the **International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings**.

The training program 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.

The follow activities and topics will be covered in this learning event:

Day 1

Opening program, orientation and perspective setting

Session 1: HRM processes

Session 2: Talent Development

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



Day 2

Session 3: Promoting Lifelong Learning: Designing Competency-based Training
Session 4: Positive Psychology: Promoting Work-Life Balance & Flourishing Well-Being
Session 5: Effective Leadership through Behavioral Communication

Day 3

Session 6: Improving Communication Skills in the Workplace
Session 7: Making it Happen: Safe Spaces in the Workplace and Beyond
Closing Program

Target participants: HRD personnel from educational settings and other non-teaching personnel who could benefit from the topics of this learning event

Important: Training for non-teaching personnel is **NOT** covered by or under NEAP.

Registration fee will be collected to cover all the expenses.

Registration type:	Individual	Group (Min. of 3 pax)
Early bird rate (on or before Dec. 1, 2023)	₱5,500.00	₱5,000.00
Regular rate (Dec. 2, 2023 onwards)	₱6,500.00	₱6,000.00

Inclusions: Conference kit, attendance to plenary sessions, printed certificate of attendance, participation, appearance, Certificate of recognition for workshop sessions, 2 nights 2 days accommodation, meals- Day 1 AM snacks to Day 3 PM Snack, handouts

PAYMENT PROCESS:

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

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

or 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 with subject **HRD23** and in the body complete name and organization/ name and address of SDO/RO.

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

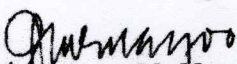


Interested participants may pre-register here to receive a personalized invitation letter (if needed) and updates about this training program <https://forms.gle/pxCHyp2YKXx9dVtM6>

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
Executive Director

Attachment to CHRDF, Inc. invitation letter for training designed for HRD professionals (October 16, 2023)