

ADVISORY No. 057 s. 2025

February 25, 2025

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

**INVITATION TO THE BEYOND THE DESK: MASTERING MODERN OFFICE
MANAGEMENT TRAINING PROGRAM**

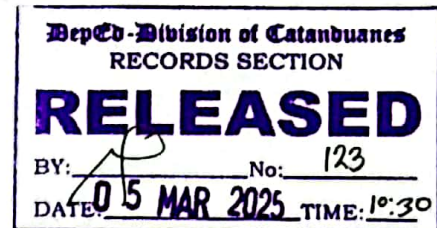
The Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines invites interested individuals to participate in the 2-day in-person training program, "Beyond the Desk: Mastering Modern Office Management on March 20-21, 2025 at the Polytechnic University of the Philippines (PUP), Sta. Mesa Campus.

For more details, please refer to the attached communication from ICPD or email at icpd@pup.edu.ph.

Participation in this activity is on a voluntary basis only.

For information.

HRDD/rtb/mvt
02/25/2025



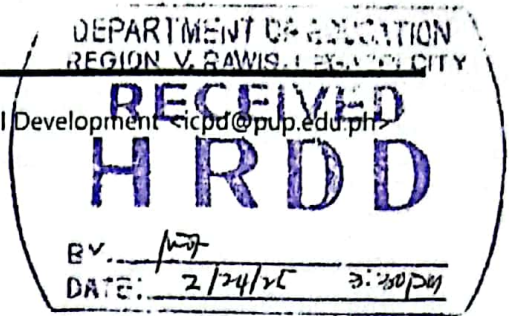
March 4, 2025

- TO :
- Assistant Schools Division Superintendent
 - Chief Education Supervisors
 - Education Program Supervisors
 - Public Schools District Supervisors/In-Charge of Districts
 - Elementary and Secondary School Heads
 - All Others Concerned

For information.

[Signature]
CECILE C. FERRO, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

DEPED V BICOL REGION



From: PUP OUS Institute for Continuing Professional Development - icpd@pup.edu.ph
Sent: Friday, 21 February 2025 11:38 pm
Subject: Offering of Workforce Training
Attachments: BEYOND-THE-DESK-LETTER.pdf

Dear Sir/Madam,

The Polytechnic University of the Philippines (PUP) invites you to "Beyond the Desk: Mastering Modern Office Management," a 2-day training on March 20-21 at PUP Sta. Mesa. Enhance your office administration, communication, and technology skills with expert-led sessions covering key areas like office optimization, communication mastery, tech integration, and more.

Register now to secure your spot and level up your admin game! Registration:
<https://forms.gle/vKP9UDUx5337Kghx5>

Very truly yours,

Institute of Continuing Professional Development
OPEN UNIVERSITY SYSTEM
Polytechnic University of the Philippines

email: icpd@pup.edu.ph
Telephone: 5335-1777 local 274
<https://www.pup.edu.ph/ous/icpd/>

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES



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ADVANCE AN INCLUSIVE, EQUITABLE, AND
GLOBALLY RELEVANT POLYTECHNIC EDUCATION
TOWARDS NATIONAL DEVELOPMENT

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92nd
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Rank 21
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Application
5th
Student
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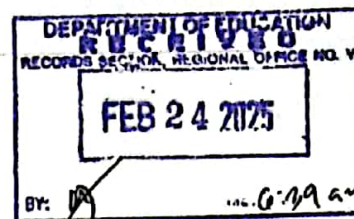
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REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
OPEN UNIVERSITY SYTEM
Institute of Continuing Professional Development



BAGONG PILIPINAS



February 18, 2025

Dear Sir/Madam:

The Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines cordially invites you and your agency to participate in our enriching 2-day in-person training program, "Beyond the Desk: Mastering Modern Office Management." This valuable learning experience will be held at the Polytechnic University of the Philippines (PUP) Sta. Mesa campus on March 20-21, 2025.

In today's dynamic work environment, administrative professionals play a crucial role in organizational success. "Beyond the Desk" is designed to equip you with the essential skills and knowledge to excel in modern office management.

This comprehensive training will cover key areas:

- Module 1: The Evolving Landscape of Office Management
- Module 2: Optimizing Office Organization and Workflow
- Module 3: Mastering Communication and Interpersonal Skills
- Module 4: Leveraging Technology for Enhanced Productivity
- Module 5: Budget Management and Resource Allocation
- Module 6: Problem-Solving and Decision-Making
- Module 7: Building a Positive and Productive Work Environment
- Module 8: Professional Development and Career Growth

Our sessions will be led by industry experts who will share practical insights and real-world examples. This is also an excellent opportunity to network with fellow professionals, expand your connections, and share best practices.

Training Details:

- Dates: March 20-21, 2025
- Venue: Polytechnic University of the Philippines (PUP) Sta. Mesa, Manila
- Registration Fee: P4,000.00

Registration:

To secure your spot in this valuable training program, please register online at:
<https://forms.gle/vKP9UDUx5337Kghx5>

Payment:

For details on the online payment procedure,
<https://drive.google.com/.../1k39DLkn9443oOKRO047.../view...>

We encourage you to register early as slots are limited. Don't miss this opportunity to "Level Up Your Admin Game!"

We look forward to welcoming you to "Beyond the Desk!"

Sincerely,

Dr. Desserie Maynes-Blanco
 ICPD Director

PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
 Trunk Line: 335-1787 or 335-1777 local 251 | icpd@pup.edu.ph

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