



ADVISORY No. 233 s. 2023  
September 23, 2024

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

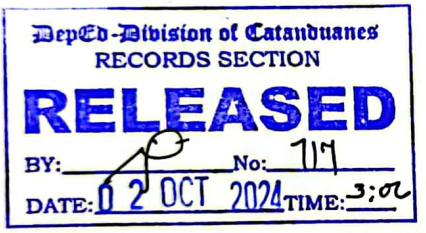
**INVITATION TO THE NATIONAL SEMINAR WORKSHOP FOR NON-TEACHING  
PERSONNEL ON RECORDS MANAGEMENT, ISO QUALITY ASSURANCE  
AND PROFESSIONALISM IN THE WORKPLACE**

The Center for Human Research and Development Foundation (CHRDF) informs you of their National Seminar-Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace on October 5-6 & 12-13, 2024 via Zoom Conferencing System.

Attached is the pertinent information regarding the seminar workshop. For inquiries, please email [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com).

Participation is on a voluntary basis only.


For information.

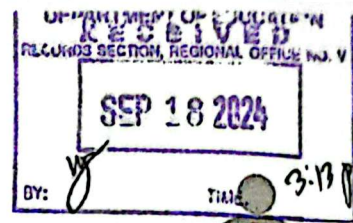


October 1, 2024

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.

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



**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



September 17, 2024

**Schools Division Superintendent**  
Department of Education

Dear Sir/ Madam:

Greetings of Peace!


The role of non-teaching personnel is undeniably significant in improving the Philippine education system. The Second Congressional Commission on Education or EDCOM 2 confirmed that addressing the learning crisis is not just about shifting education paradigms and supporting a mindset change. Equally urgent is the need to tackle head-on financial, organizational, technical, human resource, and poverty- and inequality-related constraints to learning at different levels of the education system to enable Filipinos, regardless of social class, ethnic affiliation, and geographical location, to cope and thrive in a complex world of multiple disruptions (e.g., global pandemic recovery, climate change, the fifth industrial revolution, geopolitical tensions).

With this, the Center for Human Research and Development Foundation (CHRDF) Inc. prepared program geared towards strengthening the workforce in the Department of Education especially the current and aspiring non-teaching personnel entitled the **National Seminar Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace** October 5-6 & 12-13, 2024 via Zoom Conferencing System with the theme *Ensuring Quality and Efficient Service to Support Transformative Education*.

In this regard, we would like to seek your support by helping us disseminate this information to DepEd teaching personnel through an advisory. Attached in this letter are the pertinent information regarding the seminar-workshop. For other inquiries, please email us at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com).

Thank you and we look forward to serving you.

Sincerely yours,

  
**Ms. Virginia P. Gapuz**  
President

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

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Date: September 13, 2024

To: All Teaching Non-Personnel from Public and Private Schools in the Philippines

Thru: Schools Division Superintendent, Principals, School Heads and School Directors

Re: **National Seminar Workshop for Non-Teaching Personnel on Records Management, ISO Quality Assurance and Professionalism in the Workplace**  
October 5-6 & 12-13, 2024 via Zoom Conferencing System

Theme: Ensuring Quality and Efficient Service to Support Transformative Education

**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 participants are expected to:**

1. Develop participants' understanding of the principles and practices of inclusive and equitable education, and to equip them with strategies for promoting lifelong learning opportunities within their communities or organizations.
2. Familiarize participants with ISO quality management standards, including their principles and requirements, and to provide practical skills for implementing and maintaining effective quality assurance processes in their organization.
3. Enhance participants' ability to identify sources of conflict and to apply effective conflict resolution techniques, thereby improving workplace relationships and fostering a more collaborative environment.
4. Present best practices for the systematic organization, storage, and retrieval of records, ensuring compliance with legal and regulatory requirements while improving operational efficiency.
5. Guide participants in designing and implementing effective office layouts and organizational systems that enhance productivity, optimize space utilization, and create a more efficient work environment.
6. Provide strategies and tools to achieve a healthy work-life balance, promoting personal well-being and reducing stress, ultimately leading to improved job satisfaction and performance.
7. Equip participants with the knowledge and skills needed to establish and sustain environments that prioritize safety, inclusivity, and respect, ensuring that all individuals feel secure and valued in their interactions.

## Center for Human Research & Development Foundation Inc.

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This training is **FULLY ONLINE via Zoom App and self-paced**. In case you are unavailable during the scheduled live session, you can watch the recorded video. The participants who will finish this training will receive 10 digital certificates with 40 training hours. Request for printed certificate is FREE but the participants will shoulder the shipping fee.

Registration fee:

Individual rate ₱1,199.00 per head

Group rate ₱999.00 per head (minimum of 3 pax)

### Registration and payment process:

1. Pay the amount using any of the following payment channels:

**Bank Deposit (Over the Counter) or GCash/ Maya**, please use TRANSFER not express send:

Savings Account name: **CHRDF Inc.** (This a corporate/business account)

Metrobank Account no. 473-3-47312516-2 or

Asia United Bank (AUB) Account no.: 538-01-000060-8

**Palawan Express** (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601

2. Take a screenshot of your successful transaction
3. Email the screenshot to [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) with subject **NTP03** and in the body, write your name and email address
4. Expect a reply within the day (if sent within business hours) and fill out the form we will send you.
5. Expect another email 1 day before the learning event for final instructions and reminders regarding the seminar.

### What certificates can get from this training?

1. Certificate of Participation with 40 training hours
2. 7 Certificates of Attendance
3. Certificate of Recognition
4. Certificate of Completion
5. Certificate of Appearance

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

Sincerely yours,

  
**Ms. Virginia P. Gapuz**



President

### Program of Activities

#### Day 1

8:45 A.M. Log-in to Zoom App  
9:00 Opening program, orientation and recognition of delegates  
10:00 Talk no. 1: **UN Sustainable Development Goal 4: Education and Lifelong Learning**  
12:00 Lunch break  
1:00 P.M. Talk no. 2: **ISO for Quality Assurance**  
4:00 Self-assessment quiz  
5:00 End of day 1

#### Day 2

8:00 A.M. Preliminaries  
9:00 Talk no. 3: **Managing Conflict in the Workplace**  
12:00 Lunch break  
1:00 P.M. Talk no. 4: **Records Management**  
4:00 Self-assessment quiz  
5:00 End of day 2

#### Day 3

8:00 A.M. Preliminaries  
9:00 Talk no. 5: **Office Planning for Better Organization**  
12:00 Lunch break  
1:00 Talk no. 6: **Promoting Personal Wellbeing through Work-Life Balance**  
4:00 Self-assessment quiz  
5:00 End of day 3

#### Day 4

8:00 A.M. Preliminaries  
9:00 Talk no. 7: **Creating and Maintaining Safe Spaces**  
12:00 Lunch break  
1:00 Writeshop: Action plan  
4:00 Closing program, awarding of certificates, evaluation  
5:00 End of the training program