

ADVISORY No. 324 s. 2025
January 2, 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 FROM CENTER FOR GLOBAL BEST PRACTICES

The Center for Global Best Practices informs you of their 14-Session Webinar on the Certification Course for Property Managers & Administrators via Zoom.

Enclosed are the course outline, training investment, and other details. For inquiries, you may email invitation@vipclients.ph.

Participation in this activity is on a voluntary basis only.

For information.

HRDD/rtb/mvt
01/02/2025



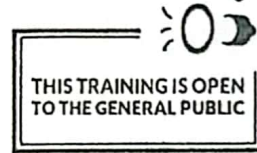
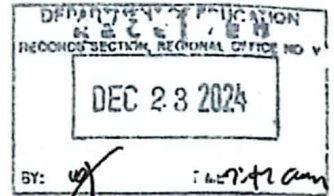
January 9, 2025

- 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
OIC, Office of the Schools Division Superintendent

From: invitation@vipclients.ph on behalf of Center for Global Best Practices
<invitation@vipclients.ph>
Sent: Sunday, 22 December 2024 2:00 am
To: DEPED V BICOL REGION
Subject: Be a Certified Property Manager and Administrator



CERTIFICATION COURSE FOR PROPERTY MANAGERS & ADMINISTRATORS

14-Session Webinar via ZOOM (Each lecture session is 3.25 hours)

- Session 1: Wednesday, February 5, 2025 * 1:30PM to 4:45PM
- Session 2: Thursday, February 6, 2025 * 1:30PM to 4:45PM
- Session 3: Friday, February 7, 2025 * 1:30PM to 4:45PM
- Session 4: Thursday, February 13, 2025 * 9:00AM to 12:00NN
- Session 5: Friday, February 14, 2025 * 9:00AM to 12:00NN
- Session 6: Friday, February 28, 2025 * 9:00AM to 12:00NN
- Session 7: Tuesday, March 4, 2025 * 9:00AM to 12:00NN
- Session 8: Wednesday, March 5, 2025 * 9:00AM to 12:00NN
- Session 9: Tuesday, March 18, 2025 * 8:45AM to 12:00NN
- Session 10: Wednesday, March 19, 2025 * 9:00AM to 12:00NN
- Session 11: Friday, April 4, 2025 * 9:00AM to 12:00NN
- Session 12: Thursday, April 24, 2025 * 9:00AM to 12:00NN
- Session 13: Friday, April 25, 2025 * 9:00AM to 12:00NN
- Session 14: Friday, May 9, 2025 * 10:00AM to 3:00PM

[Click here to see Full Details](#) | [Download Registration form](#)

The property management and the real estate industries are booming with an ever-increasing demand for skilled professionals to manage real estate developments. Yet there simply aren't enough qualified individuals to meet this growing demand. This creates an unparalleled opportunity for you to jumpstart or elevate your career, command higher compensation and become a leader in the field.

This 14-session certification course is designed by experts and seasoned practitioners. What you will learn are practical applications which are experience-based and solutions-oriented with holistic approaches from theories to best practices.

Whether you are just starting out or looking to deepen your expertise, this course will give you the competitive edge you need to stand out, succeed and propel your career to new heights.

Enroll and welcome aboard!

Why Should You Enroll?

High Demand, Low Supply: The property management and the real estate industries are in urgent need of qualified professionals. This course equips you with the skills to fill this gap and become a highly sought-after expert.

Career Advancement: Boost your marketability and career prospects. With this certification, you'll open doors to exciting job opportunities and advancement in the property management field.

Real-World Applications: We go beyond theory to focus on real-world applications. Our curriculum is industry specific based on actual issues and challenges encountered by practitioners that will prepare you for the challenges you'll face on the ground.

Holistic and Solutions-Oriented: Our training is comprehensive and practice-oriented, covering every critical aspect of property management, from tenant relations and property maintenance to financial management and legal compliance.

Learn from the Best: Our trainers are not just educators—they are seasoned industry practitioners and experts with more than 200 years of combined experiences. They bring practical insights and best practices that you can immediately apply to your work.

Certification: You will be issued a certificate of completion enhancing your credentials and reputation in the industry. It's a badge that will earn you that respect and confidence in your field of practice. A post-nominal acronym "CPMA"* (with reference to Certified Property Manager and Administrator) will be added to your name when you finish this training.

Example: Juan dela Cruz, CPMA

Network with Practitioners: You will have the opportunity to build a network of professionals and industry practitioners whom you will personally meet during the recognition day for the awarding of certificates.

*CPMA™ is a trademark registered by CGBP at the Intellectual Property Office.

This training is open to the general public.

CERTIFICATION COURSE FOR
PROPERTY MANAGERS AND ADMINISTRATORS

COURSE OUTLINE

Session 1: Wednesday, February 5, 2025 (1:30pm to 4:45pm)

Property and Asset Management

- A. Foundational Principles
- B. Audit Checklist for Managed Properties
 - Situational Collection of experiences, best practices and resolutions
 - Common challenges in setting up and managing a property

Sessions 2 & 3: Thursday & Friday, February 6 & 7, 2025 (1:30pm to 4:45pm)

Condominium Law

- A. Condominium Act RA 4726
- B. Magna Carta of Home Owner
- C. Condominium Corporation
- D. PD 957 Buyers Protective Law
 - Situational Collection of experiences, best practices and resolutions
 - Common disputes, resolutions, and court decision
 - Issues with Condominium Corporation, PMO, Developer

Session 4: Thursday, February 13, 2025 (9:00am to 12:00nn)

PAM Operation and Management II

- A. Pre Hand-Over Requirement
 - 1. Operational Manual
 - a. Master Deed, House Rules (Property perspective/ Facility Perspective)
 - b. Engineering and Facility Manual
 - 2. Training of Personnel- Situational Collection of experiences, best practices and resolutions
- Issues arising on incomplete hand-over documents

Session 5: Friday, February 14, 2025 (9:00am to 12:00nn)

PAM Operation and Management III

- A. Leasing Operation (Property Manager / Facility Manager's Mindset)
- B. Engineering Operation and Maintenance
 - 1. Engineering Organization - Property Operation vs. Facility Operation
 - 2. Engineering Service Level Standards
 - 3. Regulatory Compliance
 - 4. Engineering Service level Agreement- Situational Collection of experiences and resolutions
- Customer expectation, issues, and protocol with Property and Facility

Session 6: Friday, February 28, 2025 (9:00am to 12:00nn)

Regulatory and Compliance I

- A. National Building Code
 - Situational Collection of experiences, best practices and resolutions

- No permits and other annual renewal requirements
- How should PMO handle and resolve situation

Session 7: Tuesday, March 4, 2025 (9:00am to 12:00nn)

PAM Operation and Management I

- A. Risk Management
 - 1. New Establishment
 - 2. Existing Operational Establishment
 - Holistic approaches including Safety and Security
- B. Customer Experience - Dealing with All Stakeholders
 - 1. PMO Helpdesk / Response Process
 - 2. Service Level Standards
- C. Security Management
- D. Emergency Management / Continuity of Business
 - Situational Collection of experiences, best practices and resolutions
 - Challenges Arising during Operation
 - Expectation of Developer and BOT to PMO

Session 8: Wednesday, March 5, 2025 (9:00am to 12:00nn)

Regulatory and Compliance II

- A. Checklist of Different Regulatory Compliances
- B. Role of BOT/ PMO/ Developer
 - Situational Collection of experiences, best practices and resolutions
 - Compliance Penalty do's and don'ts
 - Common issues arising to PMO/ BOT/ Developers

Sessions 9 & 10: Tuesday & Wednesday, March 18 & 19, 2025 (8:45am to 12:00nn)

Revised Charter for Home Owners Association

- A. The New Law and Essential Features of HOA
- B. Board of Trustees or Directors and Executive Officers of the HOA
- C. Issues, Challenges, and Solution for PMOs
 - Situational Collection of experiences, best practices and resolutions

Session 11: Friday, April 4, 2025 (9:00am to 12:00nn)

PAM Accounting and Facility Budgeting

- A. Financial and Operational Budgeting
- B. Consolidating Property Operation Expenses and Disbursement
 - Situational Collection of experiences, best practices and resolutions
 - Issues arising in Budget Preparation
 - Collection Efficiency Problem, Analysis and Resolution

Session 12: Thursday, April 24, 2025 (9:00am to 12:00nn)

Asset Management and Preservation

- A. Property Condition Assessment (PCA)
- B. Capital Expenditure (Upgrade, Enhancement, Life Cycle)
 - Situational Collection of experiences, best practices and resolutions
 - Challenges for Aging Building
 - PMO/ BOT Role in Budget Preparation

Session 13: Friday, April 25, 2025 (9:00am to 12:00nn)