



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **140**, s. 2026
June 22, 2026

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.
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INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY DEVELOPMENT FOR NON-TEACHING PERSONNEL: STRENGTHENING ADMINISTRATIVE EFFICIENCY AND SERVICE EXCELLENCE IN EDUCATION

In reference to **DepEd Central Office Advisory No. 235, s. 2025**, this Office disseminates the invitation from the Philippine Educators and Professionals Development, Inc. (PEPD, Inc.) regarding the conduct of the **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education** with the theme: "*Enhancing Work Productivity and Administrative Competence: Developing the 5Cs—Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.*"

The activity will be conducted on **August 21–23, 2026**, through the Zoom Conferencing System (Purely Online), equivalent to 24 training hours.

The seminar-workshop aims to strengthen the professional, interpersonal, digital, and technological competencies of non-teaching personnel in support of quality, inclusive, and responsive education service delivery. Specifically, it seeks to:

- strengthen participants' understanding of ethical, accountable, and service-oriented public service;
- improve efficiency and digital productivity through the responsible use of Artificial Intelligence (AI) and other emerging technologies;
- enhance resilience and adaptability in addressing workplace challenges;
- promote collaboration, safety, and excellence in school and office operations. Topics to be discussed include:
 - Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines);
 - Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks;
 - Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency;
 - Gender Sensitivity and Awareness;
 - Conflict Resolution and Positive Workplace Relationships; and
 - Disaster Preparedness and Emergency Response for Schools and Offices.

Division Advisory No.: 740

For more information and clarifications, interested participants may contact:

Philippine Educators and Professionals Development, Inc. (PEPD, Inc.)

Mobile Number: **0998-992-5601**

Email Address: phedpd.inc@gmail.com

Immediate dissemination of and appropriate action on this Advisory are desired.

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SGOD – international seminar-workshop on skills building and capacity development for non-teaching personnel:
strengthening administrative efficiency and service excellence in education
RECPQ04L-009330/June 22, 2026



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Philippine Educators for Professional Development Inc.

108 Roadside Banaba Kanluran, Batangas City 4200 CALABARZON, Philippines
SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

Date: June 19, 2026

To: **Schools Division Superintendent**
Department of Education

Re: **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education (24 training hours)** with DepEd Advisory no. 235 s. 2025

Date: August 21–23, 2026 Zoom Conferencing System (Purely Online)

Theme: Enhancing Work Productivity and Administrative Competence: Developing 5Cs- Competence, Commitment, Collaboration, Compassion and Confidence among Academic Support Staff"

As a training provider for teachers and education professionals, PEPD, Inc. firmly believes that genuine school improvement requires a whole-school approach, one that invests not only in teachers and school leaders but also in non-teaching personnel who play critical roles in school operations and service delivery. Administrative Assistants, clerks, and other support staff are the backbone of efficient school governance; they ensure smooth coordination, compliance, and communication across all levels of the system. Equipping them with updated skills, digital literacy, and ethical competence is therefore essential to sustaining quality, learner-centered, and responsive education services.

This professional development activity is anchored on the DepEd Learning and Development Framework (DepEd Order No. 001, s. 2023) and supports the implementation of the Human Resource Development (HRD) Roadmap for Non-Teaching Personnel, which highlights the need for continuous capacity-building initiatives for Administrative Assistants and other support staff. It is also aligned with DepEd Order No. 003, s. 2024 (Institutionalization of the Learner Rights and Protection Framework) and DepEd Order No. 25, s. 2023 (DepEd Learning Recovery and Continuity Plan), emphasizing employee wellness, professional competence, and organizational efficiency.

The seminar-workshop aims to enhance the professional, interpersonal, and technological skills of non-teaching personnel to better support the Department's vision of quality, inclusive, and responsive education service delivery.

Key Topics to be Covered:

- Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)
- Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks
- Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency
- Gender Sensitivity and Awareness
- Conflict Resolution and Positive Workplace Relationships
- Disaster Preparedness and Emergency Response for Schools and Offices



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Through this seminar-workshop, participants will:

- Strengthen their understanding of ethical, accountable, and service-oriented public service;
- Improve efficiency and digital productivity through responsible use of emerging technologies;
- Develop resilience and adaptability in handling workplace challenges; and
- Promote a culture of collaboration, safety, and excellence in their respective schools and offices.
- The selection of Baguio City as the venue provides an additional advantage, offering a conducive learning environment with a cool climate, peaceful setting, and rich cultural heritage that promotes focus, reflection, and professional renewal—ideal for capacity development and team-building experiences for education support personnel.

As the program will be delivered entirely online, participants are expected to ensure that they have access to the necessary devices, software applications, and reliable internet connectivity required to attend all training sessions and complete all program requirements.

Participants are likewise expected to comply with the policies, rules, and regulations of PEPD, Inc., including prompt attendance in all synchronous sessions conducted via Zoom, timely and satisfactory submission of all required assessment tasks and outputs, and the observance of professionalism, courtesy, and mutual respect toward organizers, learning facilitators, and fellow participants.

With this, I would like to request that the abovementioned activity be disseminated to non-teaching personnel under your jurisdiction following DepEd Central Office Advisory no. 235 s. 2025.

Thank you for your continued support in empowering education frontliners and enabling our non-teaching personnel to uphold the highest standards of efficiency, integrity, and service excellence.

For questions and clarifications regarding the conference, you may contact me through my mobile number 09989925601 and our email address at phedpd.inc@gmail.com. Thank you.

Sincerely yours,

Mr. Jeffrey M. Mayor, LPT, MBA, CLDP®
Executive Director



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Registration, inclusion and payment process:

PEPD, Inc. Members (Pay anytime)	
GROUP (3 pax and more)	₱ 950.00 per head
Individual rate	₱ 1,200.00 per head

Inclusion: Conference kit, materials for session and workshop, digital certificates and e-handouts.

Non-members rate:

EARLY REGISTRATION (From June 18, 2026 to July 31, 2026)	
GROUP (3 pax and more)	₱ 1,200.00 per head
Individual rate	₱ 1,500.00 per head

*same inclusion

REGULAR REGISTRATION (August 1, 2026 onwards)	
GROUP (3 pax and more)	₱ 1,500.00 per head*
Individual rate	₱ 1,800.00 per head*

*same inclusion

Payment process:

METROBANK

Account name: Philippine Educators for Professional Development Inc.
Account no. 539-7-53903796-6

LANDBANK

Account name: Jeffrey M Mayor
Account no. 0307191741

Maya Wallet 0998992601 (Jeffrey Mayor)

GCash 09989925601 (Jeffrey Mayor)

Send the proof of payment, complete names and email addresses to phedpd.inc@gmail.com with subject **PEPD_NTP26**. Once the payment is validated, we will send you the link for registration.



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Program of Activities (Training Matrix)

Day 1

8:00 A.M. Log-in to Zoom App
9:00 A.M. Opening Program and Orientation
10:00 A.M. Session 1: **Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)**
12:00 P.M. Lunch
1:00 P.M. Session 2: **GAD in Action: Understanding and Promoting Safe Spaces**
3:00 P.M. Health break
3:30 P.M. Session 3: **Conflict Resolution and Positive Workplace Relationships**
5:00 P.M. End of day 1

Day 2

7:40 A.M. Log-in to Zoom App
8:00 Assembly and Preliminaries
8:30 Session 4: **Understanding the Child-Friendly School Framework: Roles of Academic Support Staff**
10:00 Health break
10:30 Continuation of session
12:00 P.M. Lunch break
1:30 P.M. Breakout session: **Use Productivity Tools for Office and Administrative Tasks**
- Preparing Data for Analysis: Data Cleaning and Organization Using Google Sheets
- Smart Data Collection: Using Google Forms for Efficient Information Management
- From Data to Insights: Creating Interactive Dashboards Using Tableau/Sheets
- Designing Presentation Slides and Facilitating Engaging Learning Sessions Using Tech
3:00 P.M. Health break
3:30 P.M. Continuation
5:00 P.M. End of day 2

Day 3

7:40 A.M. Log-in to Zoom App
8:30 Session 7: **Promotion of Sustainable Development (SDGs) and their Application in School Operations**
10:00 Health break
10:30 Session 8: **Global Best Practices in Administrative Support for Educators**
12:00 P.M. Lunch break
3:00 Synthesis and Integration Activity
4:00 Closing Program, Evaluation and Awarding of Certificate of Participation
5:00 P.M. End of the conference

Requirements to receive the certificates: Attendance to all sessions and satisfactorily accomplishment of all assessment tasks.



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Advisory No. **235**, s. 2025

November 24, 2025

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INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY DEVELOPMENT FOR NONTEACHING PERSONNEL

The Philippine Educators for Professional Development Inc. (PEPD) invites nonteaching personnel and administrative staff to its International Seminar-Workshop on Skills Building and Capacity Development for Nonteaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education. This is with the theme, Enhancing Work Productivity and Administrative Competence: Developing 5Cs–Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.

The seminar aims to

1. demonstrate awareness of ethical standards and accountability in public service,
2. apply AI and digital productivity tools to improve office workflow,
3. strengthen media and information literacy in managing communication and data,
4. practice effective conflict management and team collaboration, and
5. apply principles of disaster preparedness, resilience in the office, and school operations.

The seminar will be conducted in three batches:

Date	Venue
January 9–11, 2026	Girl Scouts of the Philippines, Ating Tahanan Training Program, Baguio City
May 1–3, 2026	Western Philippines University, Puerto Princesa City
August 21–23, 2026	Zoom Conferencing System

Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546 also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

Mr. Jeffrey M. Mayor, LPT, MBA, CLDP
Executive Director
Philippine Educators for Professional Development Inc.
Mobile Phone Number: 0998-992-5601
Email Address: phedpd.inc@gmail.com

JGCG, JD, MPC, International Seminar-Workshop of PEPD
00317 – November 24, 2025

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