



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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Advisory No. 163, s. 2023

November 16, 2023

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.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**

The Center for Human Research and Development Foundation Inc. will conduct the  
**International Seminar Workshop on Strategic Leadership and Management for  
Human Resource Professionals in Educational Settings**, on December 6-8,  
2023.

Enclosed is the copy of communication for your perusal.

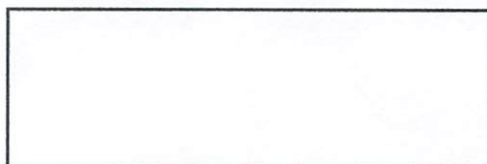
Dissemination of this advisory is desired.

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

October 16, 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 Baguio City for the **International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings**. This a **live-out** learning event, participants will make arrangement for their meals and accommodation.

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: Occupational safety & health

Session 2: Values Formation: Whole School Approach in Forming the Young Today





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Day 2

Session 3: Positive Psychology: Promoting Work-Life Balance and Flourishing Well-Being

Session 4: Promoting Lifelong Learning: Designing Competency-based Training

Session 5: Planning & Organizing in the Workplace

Day 3

Session 6: Managing multi-generational difference

Session 7: Effective Leadership through Behavioral Communication

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 Nov. 27, 2023)	₱5,500.00	₱5,000.00
Regular rate (Nov. 28 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, meals- AM/PM snacks and lunches, 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](mailto:chrdf.inc@gmail.com) with subject **HRD23** and in the body complete name and organization/ name and address of SDO/RO.

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



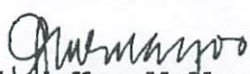
**Center for Human Research & Development Foundation Inc.**

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For any questions, you may contact us at 09989925601 (text only) or email me at [chrdf.inc@gmail.com](mailto: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)