



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

Advisory No. **247**, s. 2026

September 25, 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.
(visit www.deped.gov.ph)

**3-DAY NATIONAL CAPACITY-BUILDING SEMINAR-WORKSHOP ON STRATEGIC
HUMAN RESOURCE MANAGEMENT, DIGITAL GOVERNANCE, RECORDS
ADMINISTRATION, AND SMART OFFICE TRANSFORMATION**

The Philippine Continuing Professional Development Training Center Inc. (PCPD Training Center Inc.) will conduct a **3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation** on **November 18-20, 2026**, through **face-to-face training** in **Baguio City**.

The seminar-workshop is intended for **Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other professionals** involved in personnel management, records administration, organizational leadership, office operations, and service delivery.

Participation in this activity shall be subject to existing DepEd policies. Schools and participants are reminded to ensure that attendance in the seminar-workshop shall not disrupt the delivery of classes and other school activities. Likewise, all concerned are advised to strictly adhere to the provisions of **DepEd Order No. 009, s. 2026** on the Three-Term School Calendar and Activities for School Year 2026-2027.

The official communication is attached to this advisory for reference and guidance.

Immediate and wide dissemination of this advisory is hereby requested.

SGOD – 3rd day national capacity-building seminar-workshop on strategic human resource management, digital governance, records administration, and smart office transformation
RECO9RH7-010653/September 25, 2026



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
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September 24, 2026

CELEDONIO B. BALDERAS, JR.

Schools Division Superintendent

Department of Education

Schools Division Office of Tayabas City

Subject: Request for the Issuance of an Advisory for the 3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation

Dear **Sir/Madam:**

Greetings of peace and good health unto you!

The **Philippine Continuing Professional Development Training Center Inc. (PCPD Training Center Inc.)** respectfully requests the issuance of an **Advisory** informing and encouraging concerned personnel within your Schools Division to participate in the **3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation**, to be conducted through **face-to-face training in Baguio City on November 18–20, 2026**.

With the theme, **"Building Future-Ready Organizations through Digital Leadership, Secure Information Management, and Technology-Enabled Service Delivery,"** this 24-hour professional development program is designed to strengthen competencies in strategic Human Resource management, digital governance, records administration, information security, data privacy, organizational leadership, and smart office transformation. The program is intended for **Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other professionals involved in personnel management, records administration, organizational leadership, office operations, and service delivery.**

The three-day seminar-workshop aims to help participants:

- Examine current practices and emerging developments in strategic Human Resource management, records administration, digital governance, and smart office operations;
- Apply artificial intelligence, digital technologies, and appropriate automation tools to improve documentation, communication, personnel processes, workflow, and service delivery;



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- Strengthen competencies in strategic leadership, workforce management, change management, organizational development, and evidence-based decision-making;
- Apply appropriate practices in electronic records management, information governance, information security, data privacy, and responsible use of artificial intelligence;
- Use digital workplace systems and organizational data to improve productivity, accountability, accessibility, responsiveness, and organizational performance; and
- Develop an actionable and sustainable Organizational Digital Transformation and Smart Office Improvement Plan addressing an actual personnel, records-management, administrative, communication, workflow, information-management, or service-delivery concern in their respective organizations.

The program will feature expert-led discussions, demonstrations, case analyses, workshops, collaborative activities, reflection sessions, and action planning. Participants will also be given the opportunity to develop and present an Organizational Digital Transformation and Smart Office Improvement Plan as a culminating output of the training.

In this regard, we **respectfully seek your assistance in issuing an advisory** to inform and encourage **Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other concerned professionals involved in personnel management, records administration, organizational leadership, office operations, and service delivery** to participate in this professional development program, subject to existing policies and applicable regulations.

Participation shall be on a **voluntary basis** and should be undertaken in accordance with applicable policies and procedures, ensuring that there will be **no disruption of classes and official functions**.

Attached for your reference are the following documents:

1. **Program Matrix** – ANNEX A
2. **Training Brochure/Flyer** – ANNEX B
3. **Registration Information/Fee** – ANNEX C

Should your office require additional information or clarification, please feel free to contact us through:

Mobile Number: 0917-805-3370

Email Address: inquiry.pcpd@gmail.com

We sincerely appreciate your valuable time, consideration, and continued support for initiatives that promote professional development, digital transformation, effective organizational management, and quality public service.



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We remain hopeful for your favorable consideration and would be deeply grateful for any assistance your office may extend in disseminating this information to your valued personnel and stakeholders.

Thank you very much, and we wish your office continued success in advancing quality education and public service.

Respectfully yours,

EVELYN CABRERA

Operations Manager

Philippine Continuing Professional Development Training Center Inc.



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ANNEX A **PROGRAM MATRIX**

3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation

**Theme: “Building Future-Ready Organizations through Digital Leadership,
Secure Information Management, and Technology-Enabled Service
Delivery”**

Description: The **3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation** is a 24-hour professional development program designed to strengthen the competencies of personnel and officials from local government units, water districts, cooperatives, national government agencies, educational institutions, private companies, nonprofit organizations, and other public and private institutions.

The program is intended for Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other professionals involved in personnel management, records administration, organizational leadership, office operations, and service delivery.

As organizations increasingly adopt digital platforms, artificial intelligence, electronic records systems, and technology-enabled workplace processes, personnel and administrative professionals must be equipped with relevant competencies in strategic Human Resource management, digital leadership, information governance, data privacy, organizational innovation, and smart office transformation.

Through expert-led discussions, demonstrations, case analyses, workshops, collaborative activities, and action planning, participants will learn how to apply appropriate digital technologies, improve personnel and administrative processes, protect organizational information, strengthen



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workplace leadership, and enhance the quality and responsiveness of organizational services.

At the end of the program, participants shall prepare an **Organizational Digital Transformation and Smart Office Improvement Plan** addressing an actual personnel, records-management, administrative, communication, workflow, or service-delivery concern in their respective organizations.

At the end of the three-day seminar-workshop, the participants should be able to:

1. Examine current practices and emerging developments in strategic Human Resource management, records administration, digital governance, and smart office operations;
2. Apply artificial intelligence, digital technologies, and appropriate automation tools to improve documentation, communication, personnel processes, workflow, and service delivery;
3. Strengthen competencies in strategic leadership, workforce management, change management, organizational development, and evidence-based decision-making;
4. Apply appropriate practices in electronic records management, information governance, information security, data privacy, and responsible use of artificial intelligence;
5. Use digital workplace systems and organizational data to improve productivity, accountability, accessibility, responsiveness, and organizational performance; and
6. Develop an actionable and sustainable Organizational Digital Transformation and Smart Office Improvement Plan.

Duration: 3 Days (24 Hours)

Training Modality: Face-to-Face Training (Baguio City)

Date of Conduct: November 18-20, 2026



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DAY 1 – Artificial Intelligence, Digital Transformation, and Strategic Human Resource Management

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:10	Attendance	Participant documentation	PCPD Staff
8:10 – 9:00	Opening Program and Orientation	Alignment of training expectations	PCPD Host
9:00 – 10:30	Session 1: Artificial Intelligence (AI) in Human Resource and Office Administration	Explain the responsible use of artificial intelligence in recruitment support, personnel documentation, workplace communication, report preparation, customer service, and organizational productivity.	Ms. Archilyn Semanero <i>Principal I</i> Department of Education- Tagulod High School Master of Arts in Educational Management
10:30 – 10:45	Health Break		
10:45 – 12:00	Session 2: Digital Transformation and Smart Office Management Systems	Apply digital-transformation principles and smart office practices to improve workflow, coordination, accessibility, accountability, and organizational service delivery.	Ms. Archilyn Semanero <i>Principal I</i> Department of Education- Tagulod High School Master of Arts in Educational Management
12:00 – 1:00	Lunch Break		



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1:00 – 2:30	Session 3: AI Productivity Tools for Documentation, Communication, and Office Operations	Use appropriate AI-enabled tools to support correspondence, reports, meeting documentation, data organization, presentations, communication, and routine administrative tasks.	Ms. Archilyn Semanero <i>Principal I</i> Department of Education- Tagulod High School Master of Arts in Educational Management
2:30 – 2:45	Health Break		
2:45 – 4:00	Workshop 1: Designing an AI- Enabled Administrative Workflow	Develop an ethical and practical AI-assisted workflow suited to an actual process in a government agency, water district, cooperative, educational institution, nonprofit organization, or private company.	Ms. Archilyn Semanero <i>Principal I</i> Department of Education- Tagulod High School Master of Arts in Educational Management
4:00 – 5:00	Reflection, Open Forum, and Synthesis	Present the proposed workflow, respond to feedback, and identify practical opportunities, limitations, and safeguards for workplace implementation.	Ms. Archilyn Semanero <i>Principal I</i> Department of Education- Tagulod High School Master of Arts in Educational Management



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DAY 2 – Digital Leadership, Strategic Human Resource Management, and Electronic Records Administration

Resource Speaker

DR. MARY JANE SALALIMA FERNANDO

Principal III

Eusebio C. Santos Elementary School

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:30	Attendance & Recap	Reinforce Day 1 learning	PCPD Moderator
8:30 – 9:45	Session 4: Strategic Human Resource Management and Workforce Performance	Apply strategic Human Resource practices in workforce planning, employee supervision, performance management, and organizational productivity.	DR. MARY JANE SALALIMA FERNANDO <i>Principal III</i> <i>Eusebio C. Santos Elementary School</i>
9:45 – 10:00	Health Break		
10:00 – 12:00	Session 5: Data-Driven Decision-Making, Employee Development, and Organizational Productivity	Use personnel information, performance indicators, and organizational data to support employee development and sound management decisions.	DR. MARY JANE SALALIMA FERNANDO <i>Principal III</i> <i>Eusebio C. Santos Elementary School</i>
12:00 – 1:00	Lunch Break		
1:00 – 2:30	Session 6: Electronic Records Management, Information	Apply appropriate practices in records classification, storage, retrieval,	DR. MARY JANE SALALIMA FERNANDO <i>Principal III</i>



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	Governance, and Data Privacy Compliance	retention, disposition, access control, confidentiality, and responsible information handling.	Eusebio C. Santos Elementary School
2:30 – 2:45	Health Break		
2:45 – 4:00	Workshop 2: Developing an Electronic Records Management Framework	Design a basic electronic records- management framework responsive to the legal, operational, security, accountability, and service requirements of the participant's organization.	DR. MARY JANE SALALIMA FERNANDO Principal III Eusebio C. Santos Elementary School
4:00 – 5:00	Reflection, Sharing of Experiences, and Synthesis	Evaluate Human Resource, workforce- performance, and records- management practices and recommend organizational improvements.	DR. MARY JANE SALALIMA FERNANDO Principal III Eusebio C. Santos Elementary School



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DAY 3 – Digital Governance, Information Security, Responsible AI, and Smart Office Transformation

DR. ANNABELLE A. GORDONAS

Chief, Graduate School, Research and Extension Office

Chair, Master of Arts in English Language Teaching

Polytechnic University of the Philippines

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:30	Attendance & Recap	Reinforced previous sessions	PCPD Moderator
8:30 – 10:00	Session 7: Strategic Leadership in the Digital Workplace	Demonstrate leadership competencies in managing people, technology, organizational change, innovation, collaboration, and future-ready workplace operations.	DR. ANNABELLE A. GORDONAS Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines
10:00 – 10:15	Health Break		
10:15 – 12:00	Session 8: Digital Governance, Information Security, Data Privacy, and Responsible AI	Apply digital-governance, information-security, privacy, confidentiality, ethical, and responsible-AI practices in	DR. ANNABELLE A. GORDONAS Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in



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		organizational operations.	English Language Teaching Polytechnic University of the Philippines
12:00 – 1:00	Lunch Break		
1:00 – 2:30	Session 9: Organizational Innovation, Smart Office Transformation, and Change Management	Formulate strategies that promote innovation, employee participation, process improvement, organizational resilience, and sustainable technology adoption.	DR. ANNABELLE A. GORDONAS Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines
2:30 – 2:45	Health Break		
2:45 – 3:45	Capstone Presentation: Organizational Digital Transformation and Smart Office Improvement Plans	Present an actionable plan addressing actual personnel, records- management, administrative, communication, workflow, information- management, or service-delivery concern.	DR. ANNABELLE A. GORDONAS Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines
3:45 – 5:00	Closing Program, Evaluation,	Demonstrate commitment to	Organizers



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	Awarding of Certificates, and Closing Remarks	applying acquired competencies in their respective organizations	
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**Please note that this is a working program. Minor updates might occur.*



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ANNEX B

TRAINING BROCHURE/ FLYER



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3-DAY NATIONAL CAPACITY-BUILDING SEMINAR-WORKSHOP ON STRATEGIC HUMAN RESOURCE MANAGEMENT, DIGITAL GOVERNANCE, RECORDS ADMINISTRATION, AND SMART OFFICE TRANSFORMATION

*Theme: "Building Future-Ready Organizations through Digital Leadership,
Secure Information Management, and Technology-Enabled Service Delivery"*

NOVEMBER 18-20, 2026

BAGUIO CITY

TOPICS:

- Artificial Intelligence, Digital Transformation, and Strategic Human Resource Management
- Digital Leadership, Strategic Human Resource Management, and Electronic Records Administration
- Digital Governance, Information Security, Responsible AI, and Smart Office Transformation



SCAN HERE TO REGISTER

Registration Fees:

Early Bird Registration (September 23, 2026 - October 15, 2026)

• **₱4,000 per participant**

Regular Registration (October 16, 2026 - TRAINING DATE)

• **₱5,000 per participant**

***Inclusions:** lunch for 3 days with AM and PM Snacks, Accommodation is not included

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ANNEX C

REGISTRATION INFORMATION/ FEE

Registration Link: <https://forms.gle/AKLLjVmhiq59pt3VA>

REGISTRATION FEES:

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