Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. 326, s. 2026

November 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)

INVITATION TO PARTICIPATE IN THE LEADERSHIP, SUPERVISORY, AND MANAGEMENT SEMINARS

The Business Coach, Inc. invites DepEd personnel to participate in its **Leadership, Supervisory, and Management Seminars**, which will be conducted on various dates in **Greenhills, San Juan City, Metro Manila**.

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

Immediate and wide dissemination of this Advisory is hereby requested.

SGOD – invitation to participate in the leadership, supervisory, and management seminars
REC2A8SB-011441/November 25, 2026

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

DepEd Tayabas City <tayabas.city@deped.gov.ph>

BusinessCoach: Invitation to Leadership, Supervisory, and Management Seminars

1 message

BusinessCoach, Inc. <admin@businesscoachphil.net> Mon, Nov 23, 2026 at 9:55 AM
Reply-To: inquiries.businesscoach1@gmail.com
To: tayabas.city@deped.gov.ph

Schools Division of Tayabas City
RECORDS SECTION
RECEIVED
MARIZ F. LABRADA
BY:
DATE 23 NOV 2026 Time: 1:17
Control No. REC2025SB-011441

BUSINESSCOACH, INC.

QUALITY BUSINESS SEMINARS

LEADERSHIP, SUPERVISORY, AND MANAGEMENT SEMINARS

FACE-TO-FACE (Venue - Unit 705 D Atlanta Centre, 31 Annapolis St., Greenhills, San Juan City, Metro Manila)

- Advanced Leadership Training (for Managers and Supervisors) (Classroom) - November 25, 2026 (Wednesday) 9 am to 4 pm
- Advanced Supervisory Skills Training (Classroom) - November 28, 2026 (Saturday) 9 am to 4 pm
- Basic Leadership Training: Building Essential Skills (Classroom) - December 7, 2026 (Monday) 9 am to 4 pm
- Basic Supervisory Skills Training (Classroom) - December 12, 2026 (Saturday) 9 am to 4 pm

ONLINE (via Zoom)

CIVIL SERVICE ACCREDITED:

- Leadership and Supervision During Crisis – November 27, 2026 (Friday) 1 pm to 4 pm
- Coaching Skills Training to Improve Employee Performance – December 7, 2026 (Monday) 1 pm to 4 pm
- Transformational Leadership Training – December 9, 2026 (Wednesday) 1 pm to 4 pm
- Effective Business Writing – December 11, 2026 (Friday) 9 am to 4 pm

OTHER TOPICS:

- Managing Gen Z and a Multigenerational Workforce – November 20, 2026 (Friday) 9 am to 12 pm
- Six Sigma For Quality Improvement – November 20, 2026 (Friday) 9 am to 12 pm
- Diversity, Equity, and Inclusion in the Workplace – November 20, 2026 (Friday) 1 pm to 4 pm
- Quality Management System (QMS) Audit Best Practices – November 21, 2026 (Saturday) 9 am to 4 pm
- Effective Conflict Management – November 23, 2026 (Monday) 9 am to 12 pm
- Effective Time and Stress Management – November 23, 2026 (Monday) 1 pm to 4 pm
- Strategy Implementation and Evaluation – November 23, 2026 (Monday) 1 pm to 4 pm
- Effective Meeting Management – November 24, 2026 (Tuesday) 9 am to 12 pm
- Employee Engagement and Motivation – November 24, 2026 (Tuesday) 9 am to 12 pm
- Fundamentals of Organizational Development – November 24, 2026 (Tuesday) 1 pm to 4 pm
- Events Management Training – November 25, 2026 (Wednesday) 9 am to 12 pm
- Process Management – November 25, 2026 (Wednesday) 1 pm to 4 pm
- Fundamentals of Strategic Planning – November 27, 2026 (Friday) 9 am to 12 pm
- Leadership and Supervision During Crisis – November 27, 2026 (Friday) 1 pm to 4 pm
- Effective Office Administration – December 1, 2026 (Tuesday) 1 pm to 4 pm
- Facilities Management Training – December 2, 2026 (Wednesday) 9 am to 12 pm
- Middle Management Training and Development – December 4, 2026 (Friday) 9 am to 12 pm
- Negotiation and Assertiveness Training – December 4, 2026 (Friday) 1 pm to 4 pm
- Leaders' Guide to Team Building and Teamwork – December 7, 2026 (Monday) 9 am to 12 pm
- Coaching Skills Training to Improve Employee Performance – December 7, 2026 (Monday) 1 pm to 4 pm
- Project Management Fundamentals – December 9, 2026 (Wednesday) 9 am to 12 pm
- Transformational Leadership Training – December 9, 2026 (Wednesday) 1 pm to 4 pm
- Operations Management Training – December 11, 2026 (Friday) 9 am to 12 pm
- Creative Thinking Skills for Managers and Leaders – December 11, 2026 (Friday) 1 pm to 4 pm
- Basic Training for New Managers – January 12, 2027 (Tuesday) 9 am to 12 pm
- Emotional Intelligence – January 26, 2027 (Tuesday) 9 am to 12 pm
- Handling Office Politics – February 12, 2027 (Friday) 9 am to 12 pm

RESERVATION: Please send us an email with your name, seminar title, and mobile number, so we can better assist you.

SCHEDULE: Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by a seminar registrant resulting from the cancellation of any of its events.

WE ALSO CONDUCT GROUP/IN-HOUSE TRAINING AND INDOOR TEAM BUILDING WORKSHOPS.

Our pool of trainers has proven track records and a wealth of experience in their respective fields. We can conduct indoor team-building activities and customized in-house seminars at your location or a venue of your choice.

Please provide the following information to get a proposal/quotation:

- Contact Person:
- Designation:
- Company Name:
- Landline:
- Mobile Number:
- Email Address:
- Seminar/Training Title:
- Description:
- Target Date:
- Venue:
- Expected Number Of Participants (minimum of 10 participants):
- Profile/Background Of Participants:
- Delivery Mode (Face-to-Face or Online):
- Desired Number Of Hours:
- Training Objectives/Areas Of Focus:

BUSINESSCOACH SCHEDULES

CLASSROOM / FACE-TO-FACE TRAINING.

₱ 4,000/pax, 6-hour session

CORPORATE SKILLS TRAINING

Training the Trainers (Classroom) - November 26, 2026 (Thursday) 9 am to 4 pm

Records and Filing Management (Classroom) - December 16, 2026 (Wednesday) 9 am to 4 pm

Root Cause Analysis and Decision Making Models (Classroom) - January 27, 2027 (Wednesday) 9 am to 4 pm

LOGISTICS

Freight Forwarding and Multimodal Transport (Classroom) - November 7, 2026 (Saturday) 9 am to 4 pm

How to Import: Procedures and Documentations (Classroom) - November 14, 2026 (Saturday) 9 am to 4 pm

BUSINESS START-UP

Hotel and Resort Operations and Management (Classroom) - December 18, 2026 (Friday) 9 am to 4 pm

INHOUSE / GROUP SESSIONS

This is available FACE-TO-FACE or ONLINE for 10 participants or more.

Here are benefits:

- You can save money on travel expense, accommodation, and other allowances
- You can avail a program that is tailored, and will address your specific needs and requirements
- You can attend the seminar at the time and venue you choose
- You can be open to discussions, without the fear of problems in confidentiality or privacy

Take your company to the next level! Trust us, as we take pride in having trained more than 75,000 professionals. Let us know how we can be your partner in your continuing success.

Go ahead, email us. We'll be glad to assist you!

INDOOR TEAM-BUILDING WORKSHOPS

Are you looking to boost your team's productivity, morale, and collaboration? Look no further!

BUSINESSCOACH, INC.'s Indoor Team Building Workshops are designed to bring out the best in your employees, all within a safe and controlled environment.

If you are ready to transform your team, contact us now to book your Indoor Team Building Workshop and take the first step towards a more cohesive and efficient workforce!

Indoor Team Building Workshop – **Harmony in the Workplace (Building a Culture of Well-Being and Team Unity)**

Indoor Team Building Workshop – **Unlocking Peak Performance (Mastering Productivity and Team Synergy)**

Indoor Team Building Workshop – **Maximizing Sales Success (Strategies for High-Profit Deals)**

WEBINARS / ONLINE TRAINING (VIA ZOOM)

₱ 1, 750 /pax, 3-hour session

₱ 3, 500 /pax, 6-hour session

SALES AND MARKETING

Customer Service Training – November 23, 2026 (Monday) 9 am to 12 pm

Closing Sales – November 23, 2026 (Monday) 9 am to 12 pm

Customer Loyalty and Retention – November 26, 2026 (Thursday) 9 am to 4 pm

Introduction to Marketing Management – November 26, 2026 (Thursday) 1 pm to 4 pm

Training for Sales Associates – December 3, 2026 (Thursday) 1 pm to 4 pm

Competitive Selling Techniques – December 7, 2026 (Monday) 1 pm to 4 pm

Complaints Management – December 11, 2026 (Friday) 9 am to 12 pm

Account Management for Sales Improvement – December 12, 2026 (Saturday) 9 am to 12 pm

Project Sales Management – December 12, 2026 (Saturday) 1 pm to 4 pm

Effective Telemarketing and Cold Calling Techniques – December 15, 2026 (Tuesday) 9 am to 12 pm

How to Handle Difficult Customers – December 16, 2026 (Wednesday) 9 am to 12 pm

Client Sensitivity Training – December 18, 2026 (Friday) 9 am to 12 pm

How to Increase Sales Using Facebook – January 19, 2027 (Tuesday) 9 am to 12 pm

HR MANAGEMENT AND CORPORATE SKILLS TRAINING

Effective Change Management – November 20, 2026 (Friday) 1 pm to 4 pm

Employer Branding 101 – November 21, 2026 (Saturday) 9 am to 4 pm

People Management Skills Training – November 23, 2026 (Monday) 9 am to 12 pm

Conducting Interviews, Recruitment and Selection Process – November 24, 2026 (Tuesday) 9 am to 12 pm

Training for Executive Assistants – November 24, 2026 (Tuesday) 1 pm to 4 pm

Performance Management System – November 24, 2026 (Tuesday) 1 pm to 4 pm

Human Resource Management Training – November 25, 2026 (Wednesday) 9 am to 4 pm

Creative Problem Solving and Decision Making – November 26, 2026 (Thursday) 9 am to 12 pm

Effective Employee and Labor Relations Management – November 26, 2026 (Thursday) 1 pm to 4 pm

Training Evaluation Methods – December 1, 2026 (Tuesday) 9 am to 12 pm

Training Needs Analysis – December 1, 2026 (Tuesday) 9 am to 12 pm

Handling Grievance, Discipline, Termination and Dismissal – December 2, 2026 (Wednesday) 1 pm to 4 pm

How to Compute Salaries, Wages, and Benefits – December 5, 2026 (Saturday) 9 am to 4 pm

Work Attitude and Value Enhancement (WAVE) Program – December 7, 2026 (Monday) 9 am to 12 pm

New Trends in Sourcing, Talent Acquisition, and Onboarding – December 12, 2026 (Saturday) 9 am to 4 pm

Gender Sensitivity Training – December 16, 2026 (Wednesday) 9 am to 4 pm

Competency-Based Development of HR Policies and Procedures – January 6, 2027 (Wednesday) 9 am to 12 pm

Competency-Based Salary Structure Design – January 6, 2027 (Wednesday) 1 pm to 4 pm

Effective Company Culture Building – January 8, 2027 (Friday) 9 am to 12 pm

Training for Receptionists – January 12, 2027 (Tuesday) 9 am to 12 pm

Training for Receptionists – January 12, 2027 (Tuesday) 9 am to 12 pm

Competency-Based Succession Planning – January 13, 2027 (Wednesday) 1 pm to 4 pm

Improving Performance Using Balanced Scorecard – January 19, 2027 (Tuesday) 9 am to 12 pm

Mental Health Awareness and Workplace Wellness Training – January 29, 2027 (Friday) 9 am to 4 pm

BUSINESS COMMUNICATION

Effective Presentation Skills – November 26, 2026 (Thursday) 9 am to 12 pm

Telephone Skills Training – November 26, 2026 (Thursday) 1 pm to 4 pm

Technical Writing for Beginners – November 28, 2026 (Saturday) 9 am to 4 pm

Effective Communication Skills – December 7, 2026 (Monday) 9 am to 12 pm

Effective Business Writing – December 11, 2026 (Friday) 9 am to 4 pm

Effective Business Writing (Intermediate) – December 15, 2026 (Tuesday) 9 am to 4 pm

INFORMATION TECHNOLOGY

Basic AI Business Assistant (Webinar) – November 25, 2026 (Wednesday) 1 pm to 4 pm

Microsoft Office Excel (Intermediate) – December 3, 2026 (Thursday) 9 am to 4 pm

ACCOUNTING AND TAXATION

Internal Auditing – November 26, 2026 (Thursday) 9 am to 4 pm

Tax Updates and Guidelines – November 27, 2026 (Friday) 9 am to 4 pm

Financial Statement Analysis – November 28, 2026 (Saturday) 9 am to 12 pm

Cash Flow Management and Forecasting – December 5, 2026 (Saturday) 9 am to 12 pm

Expanded Withholding Tax and Final Withholding Tax – December 11, 2026 (Friday) 9 am to 4 pm

Accounts Receivable Management – December 12, 2026 (Saturday) 9 am to 12 pm

Business Taxation Made Easy – January 7-8, 2027 (Thursday-Friday) 9 am to 4 pm

Accounts Receivable Kaizen – January 16, 2027 (Saturday) 9 am to 12 pm

Bookkeeping and Basic Accounting for Non-Accountants – January 21-22, 2027 (Thursday-Friday) 9 am to 4 pm

Internal Control – January 23, 2027 (Saturday) 9 am to 12 pm

LOGISTICS

Effective Warehouse and Inventory Management – November 28, 2026 (Saturday) 9 am to 4 pm

Introduction to Supply Chain Management – December 5, 2026 (Saturday) 9 am to 12 pm

Procurement Management – December 12, 2026 (Saturday) 9 am to 4 pm

Fleet Management Training – December 19, 2026 (Saturday) 9 am to 4 pm

BUSINESS LAW

Labor Law Compliance for Business – November 14, 2026 (Saturday) 9 am to 12 pm

BUSINESS PROCESS

Cost Control of Food and Labor in Restaurants and Other Food Business – November 27, 2026 (Friday) 1 pm to 4 pm

Collection Management and Strategies – December 1, 2026 (Tuesday) 9 am to 12 pm

How to Plan and Start a Business – December 2, 2026 (Wednesday) 9 am to 12 pm

PERSONAL AND PROFESSIONAL EFFECTIVENESS

Personality Development – December 7, 2026 (Monday) 9 am to 12 pm

Staying Self-Motivated and Dedicated – December 14, 2026 (Monday) 9 am to 12 pm

Personal Finance Management – December 14, 2026 (Monday) 1 pm to 4 pm

Growth Mindset Training – December 16, 2026 (Wednesday) 9 am to 4 pm

Professional Image Enhancement – January 18, 2027 (Monday) 9 am to 12 pm

REAL ESTATE

How to Start and Operate a Nail Spa Business – November 25, 2026 (Wednesday) 9 am to 4 pm

Starting a Travel and Tour Business (Domestic) – November 25, 2026 (Wednesday) 9 am to 12 pm

Starting a Travel and Tour Business (International) – November 26, 2026 (Thursday) 9 am to 12 pm

Modern Restaurant Management and Operations – November 27, 2026 (Friday) 9 am to 12 pm

Soap, Shampoo, and Perfume Making Business – December 2, 2026 (Wednesday) 9 am to 4 pm

How to Start a Money Changer and Remittance Center Business – December 2, 2026 (Wednesday) 1 pm to 4 pm

How to Start and Operate a Pawnshop – December 3, 2026 (Thursday) 9 am to 12 pm

How to Start a Balloon and Party Needs Business – December 9, 2026 (Wednesday) 9 am to 4 pm

How to Start a Trucking Business – December 12, 2026 (Saturday) 9 am to 12 pm

Starting a Corporate Giveaways and Souvenir Items Business – January 6, 2027 (Wednesday) 9 am to 4 pm

Starting a Food Cart Business – January 11, 2027 (Monday) 9 am to 12 pm

Wedding and Debut Planning and Coordination – January 12, 2027 (Tuesday) 9 am to 12 pm

Starting a Water Refilling Station Business – January 16, 2027 (Saturday) 1 pm to 4 pm

How to Start an Online Business in the Philippines – January 25, 2027 (Monday) 9 am to 12 pm

How to Start and Operate a Lash and Eyebrow Studio Business – January 27, 2027 (Wednesday) 9 am to 4 pm

How to Start a Milk Tea & Fruit Tea Business – February 26, 2027 (Friday) 9 am to 4 pm

How to Start and Operate a Beauty Salon – February 17, 2027 (Wednesday) 9 am to 4 pm

SCHEDULE MAY CHANGE WITHOUT PRIOR NOTICE. PLEASE CALL TO CONFIRM

If you have further questions or concerns, you may call/text us at +63 9152050133 / Smart: +63 9083423162 / Sun: +63 9335847266, or kindly email us back. We will be very glad to accommodate you.

Sincerely,

The BusinessCoach Team

BusinessCoach, Inc.

Units 705 D & E Atlanta Centre,

31 Annapolis St., Greenhills, San Juan City, Metro Manila

Tel. +632 85697884 / +632 87275628 / +632 87278860 / +632 85694690

Mobile Numbers: Globe: +63 9152050133 / Smart: +63 9083423162 / Sun: +63 9335847266

NOTE: We send emails to all those who either subscribed, inquired and attended our seminars. We also email notifications to all those whom we identified will benefit from any of our training programs. If you no longer want to receive any message from us, click here to **unsubscribe.**

View online version