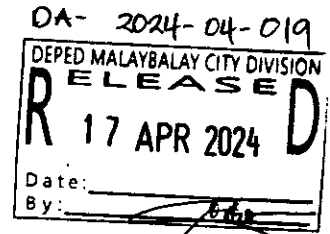




Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY



Division Advisory No. 019, s. 2024  
April 17, 2024

*Complying with DepEd Order No. 8, s. 2013.  
Office issues this Advisory, not for endorsement per DO 28, s. 2001,  
but for the Information of DepEd Officials,  
personnel/staff, and the concerned public*

**NATIONAL TRAINING PROGRAM ON FUTURE PROOF WORKPLACE FOR NON-TEACHING PERSONNEL AS ADMINISTRATIVE, PROJECTS DEVELOPMENT, HUMAN RESOURCE, FINANCE, RECORDS, FACULTY MANAGEMENT AND PUBLIC INFORMATION OFFICERS**

This Office informs the field that the Center for Human Research and Development Foundation Inc. is inviting Non-Teaching Personnel of the Department of Education for the National Training Program on Future-Proof Workplace on May 3-5, 2024 at GSP Ating Tahanan National Program and Training Center, South Dave Baguio City. Attached are the documents for further details.

Queries relative to this you can email [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) or text during office hours at **09989925601**.

Immediate and wide dissemination of this Advisory is desired.

**Encl.:**

As stated

**Copy furnished:**

Records Section  
SGOD/rcd

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

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines 8330-8233 | 332-1114 | 925-1127  
SEC Registration no. 166734 NEAP Authorization No. LSP-2020-0035-1116 PRC Accreditation no. PTR 2020-040

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April 12, 2024

**Office of the Schools Division Superintendent**  
Department of Education

Dear Sir/Madam:

Greetings of Peace!

In light of Vice President and Education Secretary Hon. Sara Z. Duterte's desire to strengthen basic education in the country through the MATATAG curriculum, she underscored the valuable role of non-teaching personnel in realizing the four-point MATATAG agenda. The Center for Human Research and Development Foundation (CHRDF) Inc. prepared a program that is geared towards enhancing the capabilities of the non-teaching workforce in the Department of Education. We are pleased to invite you to the **National Training Program on Future-Proof Workplace for Non-Teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management, and Public Information Officers** on May 3-5, 2024, at GSP Ating Tahanan National Program and Training Center, South Drive, Baguio City. The training will be done using blended learning modality- online and face to face to ensure that the competencies of the training will be successfully achieved by all participants. This is a live-out training; people living outside Baguio City will make their own arrangements for their accommodation and meals.

Pursuant to the 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, this program is geared towards exploring the expected core behavioral competencies for academic staff.

**Program rationale:**

The primary purpose of this training program is to provide opportunities for upskilling and retooling of the allied services personnel in DepEd such as planning officer, human resource management officers, accountants, cashiers, librarians, office clerks, secretaries, admin officers and other support personnel.

**The teacher-participants are expected to:**

1. Explain the value of embrace lifelong learning and how the future belongs to those who continually seek knowledge;
2. Explain how artificial intelligence (AI) can enhance and boost performance in the workplace;

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3. Identify the vital role of non-teaching personnel in the effective implementation of the curriculum;
4. Describe how different generations, their core values and preferences impact work and strategy execution;
5. Utilize regulatory standards as a guide to apply policies, procedures, standards and occupational safety and health principles;
6. Explain how DO\_s2016\_035 or Learning Action Cell can promote lifelong learning in the workplace; and
7. Address the different computer and internet-based applications that will facilitate efficient transactions in the office as non-teaching personnel.

**Program of Activities**

| <b>Day 1 May 3, 2024 (Online or Face to Face)</b> |   |
|---|---|
| 8:00 A.M.   | Opening program & Orientation   |
| 9:00  | Session 1: <b>Harnessing the Power of Artificial Intelligence for Academic Support Staff</b>                        |
| 12:00 P.M.  | Lunch   |
| 1:00  | Session 2: <b>Building a Future-Proof Workforce for DepEd Non-Teaching Personnel</b>                                |
| 3:00  | Health break  |
| 3:30  | Session 3: <b>Vital Role of Non-Teaching Personnel in Effective Implementation of MATATAG Curriculum</b>            |
| 5:00  | End of day 1  |
| <b>Day 2 May 4, 2024 (Face to Face)</b>           |   |
| 8:00  | Registration & Preliminaries  |
| 8:30  | Session 3A: <b>Managing Multi-Generational Differences at Work</b><br>Session 3B: <b>Improving Digital Literacy</b> |
| 10:00   | Health break  |
| 10:30   | Continuation of session   |
| 12:00 PM  | Lunch break   |
| 1:30  | Session 4A: <b>Occupational Safety &amp; Health</b><br>Session 4B: <b>Basic Graphic Design using Canva</b>          |
| 3:00  | Health break  |
| 3:30  | Continuation of session   |
| 5:30  | End of day 2  |
| <b>Day 3 May 5, 2024 (Face to Face)</b>           |   |
| 8:00 AM   | Registration & Preliminaries  |
| 8:30  | Session 5A: <b>Promoting Lifelong Learning in the Workplace through Learning Action Cell</b>                        |
| 10:00   | Health break  |
| 10:30   | Workshop  |
| 12:00   | Lunch break   |

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|         |   |
|---------|---|
| 1:00    | Presentation of out-put   |
| 4:00    | Closing Program, Awarding of Certificates, Evaluation and Reminders |
| 5:00 PM | End of the Seminar Workshop   |

With this, we would like to seek your support by helping us disseminate this information to DepEd teaching personnel through an advisory.

This training program will be done using blended learning approach (online and face to face) to ensure adherence to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

For other inquiries, please email us at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) or text us during office hours at 09989925601. Thank you and we look forward to serving you.

Sincerely yours,

  
**Ms. Virginia P. Gapuz**  
President