



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

26 July 2024

DIVISION MEMORANDUM
 No. 291, s. 2024

**FINAL SCHEDULE OF THE 3- DAY NATIONAL TRAINING/ WORKSHOP ON
 OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: “ADVANCED
 OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS FOR
 DEPED HUMAN RESOURCES”**

To: Assistant Schools Division Superintendent
 Functional Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

- In view of the previous issuances Re learning and development (L&D) entitled “Advanced Office Management and Effective Administration Skills for DepEd Human Resources”, through the tri-partnership of PhilProflink, DepEd – Regional Office 02 and the Cagayan Valley Association of School Superintendents (CVASS), this Office informs every one of the following details relative to its conduct:

Final Date	Participants	Venue	Co-host
August 13-15, 2024	Public and private school leaders (PSDS/DICs, School Heads, TIC/OIC, Supervisors, etc.) Teaching and Non-teaching from elementary, secondary, and tertiary all other interested individuals/ professionals	ICON Cauayan City	SDO Cauayan City

- Reiterating too, the following information:


Registration	
Fee	PhP 4,500.00
Fund source	School/Division MOOE/ local funds/ IGP funds/ Personal funds



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
 Telephone Nos.: (078) 362-0106, 09171589946
 Email Address: nuevavizcaya@deped.gov.ph
 Website: www.deped-nv.com.ph

Registration	
Inclusion	Meals / training supplies
Deadline	On or Before August 12, 2024
Link	https://bit.ly/OFCEMGTREG2
Mode of Payment	Landbank Account No.: 0071 3743 00 OR via GCASH 0927-852-3837 / 0915-300-8909 <i>(under the name of Remedios M. Esperon)</i>

3. Our Division SEPS and EPS-II (HRD, SMME) and SGOD EPS will form part of the working committees organized by the co-host division and PhilProflink to facilitate the flow and management of the activity. Their travel and accommodation expenses and other miscellaneous fees shall be charged against Division MOOE/local funds, subject to usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance.


ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent
 07-2024-20



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 Department of Education | National Educators Academy of the Philippines
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 ROYAL INSTITUTION SINGAPORE RIAEIO-201700032 | CONNECTION POINT EDUCATIONAL CONSULTANTS ALABAMA U.S.A.

**WELCOMES
 THE PARTICIPANTS!!!**

3 DAY INTERNATIONAL TRAINING / SEMINAR / WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: "ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS"



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 Internationally accredited by
ROYAL INSTITUTION SINGAPORE RIAEIO-201700032
CONNECTION POINT EDUCATIONAL CONSULTANTS ALABAMA U.S.A.
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 Mobile Number: 0927-852-3837
nlpc@nlpc.com / nlpc@nlpc.com
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INTERNATIONAL TRAINING / SEMINAR / WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: "ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS" ON AUGUST 2024 AT NUEVA VIZCAYA (TBAL)

DAY 1: AUGUST 2024		ACTIVITY
TIME		
08:00 AM to 09:00 AM		ON-SITE REGISTRATION
09:00 AM to 09:15 AM		DOXOLOGY & NATIONAL ANTHEM
09:15 AM to 09:20 AM		OPENING REMARKS
09:20 AM to 09:30 AM		By: PROF. BENIGNO AQUINO III , PPS FYER Training Director
09:30 AM to 10:30 AM		WELCOME REMARKS / INSPIRATIONAL MESSAGE
		By: DR. BENJAMIN D. PARAGAN , Regional Director, Region 2
11:30 AM to 12:00 NN		TOPIC 1: SPIRITUAL QUOTIENT AND ADVERSITY QUOTIENT
12:00 NN to 01:00 PM		By: REV. FR. ROBERT M. CARREIRA , Senior Parochial Vicar, San Sebastian Cathedral Parish
01:00 PM to 02:00 PM		QUESTION AND ANSWER
02:00 PM to 03:00 PM		TOPIC 2: THE ESSENTIAL SKILLS OF EMOTIONAL INTELLIGENCE
		By: DR. ELORANTE VERGARA , Sr. Regional Director, Region 2
03:00 PM to 04:00 PM		CONTINUATION OF THE DISCUSSION
04:00 PM to 05:00 PM		By: DR. EDWIN K. FERRER , DR. EDWIN K. FERRER, EdD, DPA, PhD, TEd, DSW, DEd, Dr. D. Former Dean Graduate School and Advanced Studies, Lydiana City University Public Schools District Supervisor (DepEd SDO) Davao City, Region 1
		BREAK / SNACKS
		QUESTION AND ANSWER
	CHERRY S. RAMON City Schools Division Superintendent, Cagayan City	CHLOE C. TANGAN Asst. Schools Division Superintendent
DAY 2: AUGUST 2024		ACTIVITY
TIME		
08:00 AM to 08:15 AM		DOXOLOGY & NATIONAL ANTHEM
08:15 AM to 09:30 AM		TOPIC 3: UNDERSTANDING DIFFERENT PERSONALITY DEVELOPMENT FOR PUBLIC RELATIONS FOR HARMONIOUS SOCIAL RELATIONS
		By: DR. LORNA DIO-SING , Former Undersecretary for Curriculum and Instruction, Department of Education
09:30 PM to 10:00 PM		BREAK / SNACKS
10:00 PM to 11:30 PM		CONTINUATION OF THE DISCUSSION
11:30 PM to 12:00 PM		QUESTION AND ANSWER
12:00 NN to 01:00 PM		LUNCH BREAK
01:00 PM to 03:00 PM		TOPIC 4: HOW TO BUILD SELF-CONFIDENCE AND STRENGTHEN THE ABILITY TO RESPOND TO DIFFICULT SITUATIONS
		By: PROF. SONAINE A. LESH , International Speaker, Professor at Ogee State Nigeria
03:00 PM to 04:30 PM		BREAK / SNACKS
04:30 PM to 05:00 PM		TOPIC 5: THE SECRET OF WORKING SMARTER RATHER THAN HARDER
		By: DR. MADELYN L. MACALLING , Schools Division Superintendent, Quezon Province
		QUESTION AND ANSWER
	RACHEL E. LLANA Schools Division Superintendent, Iloilo Province	WILMA C. BEMAGAT Asst. Schools Division Superintendent
		MARY JULIE A. TRIN Asst. Schools Division Superintendent
DAY 3: AUGUST 2024		ACTIVITY
TIME		
08:00 AM to 08:15 AM		DOXOLOGY & NATIONAL ANTHEM
08:15 AM to 10:00 AM		TOPIC 6: HOW TO MANAGE MEETING EFFECTIVELY FOR A SATISFACTORY PERFORMANCE MANAGEMENT
		By: DR. ORLANDO E. MANUEL , Schools Division Superintendent, Division of Nueva Vizcaya
10:00 PM to 10:30 PM		BREAK / SNACKS
10:30 AM to 12:00 NN		QUESTION AND ANSWER
12:00 NN to 01:00 PM		LUNCH BREAK
01:00 PM to 03:00 PM		TOPIC 7: MAKING THE OFFICE USER-FRIENDLY AND EFFICIENT USE OF COMPUTER / RT LITERACY SKILLS
		By: MR. MC ALLEN REINEL SALES/MARIS CAUCHO , Founder HACKTHENORTH.ph
03:00 PM to 03:30 PM		BREAK / SNACKS
03:30 PM to 04:00 PM		CONTINUATION OF THE DISCUSSION
04:00 PM to 05:00 PM		By: PROF. RODNEY PAUL DAVIS , Professor at Troy University, Dothan Alabama, U.S.A.
		QUESTION AND ANSWER
	MADELYN L. MACALLING Schools Division Superintendent, Quezon Province	FLORDELIZA C. GECORE City Schools Division Superintendent, Zamboanga City

Page Erratum: Venue is ICON, Cauayan City instead of Nueva Vizcaya



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