



CPDCFT Training Center
In Partnership with
Expert Society Hub Inc

Invitation

August 11, 2025

Office of the Regional Director
Department of Education

Office Administration and Clerical Upskilling and
Reskilling Seminar Series

The CPDCFT Training Center and Expert Society Hub Inc. are now collaborating to the first ever **Office Administration and Clerical Upskilling and Reskilling Seminar Series** in reaching our beloved office workers and administrators both private and public in helping them achieve their optimum level of their career.

CPDCFT Training Center is one of the top training providers in the country since 2019 and a PRC Accredited company with PRC Accreditation number PTR-2019-354. CPDCFT Training Center has been providing trainings, seminars, workshops and conferences for Ranking and Promotion for Teachers and Administrative Officers, and License Renewal. Alongside with this **Office Administration and Clerical Upskilling and Reskilling Seminar Series** is the newly organized professional organization Expert Society Hub Inc. The CPDCFT Training Center and Expert Society Hub Inc. both aims to give high quality trainings for its members and equip them to be the best not only for educators but also for the office and administrative personnel for better service to the Filipino people.

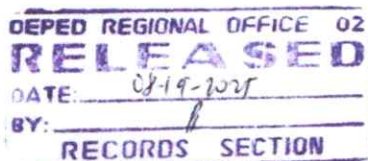
This invitation is voluntary and FREE to a limited online participant. This **Office Administration and Clerical Upskilling and Reskilling Seminar Series** is a hybrid combined online self-paced via google classroom and our Exclusive Learning Management System. Online Live Session via Streamyard and Onsite seminar exclusively hosted in CPDCFT Training Hall and selected venues nationwide.

August 13, 2025

To: All Schools Division Superintendents

For information, dissemination, and appropriate action. For personal professional development of voluntary participants subject to the approval of the SDS. Attendees shall observe the no disruption of classes policy as stipulated in DepEd Order No. 9, s. 2005.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/ Regional Director



MEMORANDUM		Date: 8/16/2025	Released/Recorded:
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	



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Attached are the Event titles, location and date of events.

Office Administration and Clerical Upskilling and Reskilling Seminar Series			
Title of the Events	Venue	Date	Kits
1. Financial Accountability and Disbursement Efficiency Workshop 32- 80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025- December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
2. Public Administration and Office System Management Seminar 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025- December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
3. Leadership Training: Effective Administration and Office Management 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025- December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
4. Disbursement Management for Administrative Officers 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System	Exact dates to be announced. • August 2025- December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix

	-Online live session via streamyard		
5. Financial Literacy and Development 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
6. Administrative Office Development and Planning Conference 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
7. Career Development and Office System Administration in Schools 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
8. Advanced Administrative Leadership and Excellence Seminar 32-80 training hours	-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A -Online Self-paced on google classroom and exclusive Learning Management System -Online live session via streamyard	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix

All Seminars is FREE to limited number of participants only. Get your slot today

For registration and more details please message us in our official facebook page:

www.facebook.com/cpdcft and our CPDCFT Training Center will accommodate you or you may call mobile number 09475422021 Dr. Jayson L. Salutan.

Thank you very much.

Sincerely,



Dr. Jayson L. Salutan
President/CEO

John 14:6