



Philippine Educators for Professional Development Inc.

108 Roadside Banaba Kanluran, Batangas City 4200 CALABARZON, Philippines
SEC Registration no. 2025020188988-03 BIR TIN 669-803-180 PRC Accreditation no. 2025-741

Date: November 28, 2025

To: School Librarians, Clerk, Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers and All Non-Teaching Personnel from Public and Private Institutions

Re: **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education (24 training hours)** with DepEd Advisory no. 235 s. 2025

Date: January 9-11, 2026 GSP Ating Tahanan National Training Program, South Drive, Baguio City

Theme: Enhancing Work Productivity and Administrative Competence: Developing 5Cs- Competence, Commitment, Collaboration, Compassion and Confidence among Academic Support Staff"

The Philippine Educators for Professional Development, Inc. (PEPD, Inc.), a SEC-registered and PRC-accredited Continuing Professional Development (CPD) provider, respectfully requests the issuance of a DepEd Advisory to allow and encourage the participation of non-teaching personnel and administrative staff.

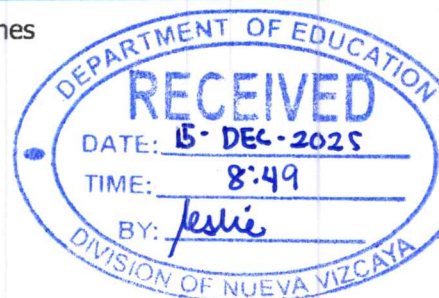
As a training provider for teachers and education professionals, PEPD, Inc. firmly believes that genuine school improvement requires a whole-school approach, one that invests not only in teachers and school leaders but also in non-teaching personnel who play critical roles in school operations and service delivery. Administrative Assistants, clerks, and other support staff are the backbone of efficient school governance; they ensure smooth coordination, compliance, and communication across all levels of the system. Equipping them with updated skills, digital literacy, and ethical competence is therefore essential to sustaining quality, learner-centered, and responsive education services.

This professional development activity is anchored on the DepEd Learning and Development Framework (DepEd Order No. 001, s. 2023) and supports the implementation of the Human Resource Development (HRD) Roadmap for Non-Teaching Personnel, which highlights the need for continuous capacity-building initiatives for Administrative Assistants and other support staff. It is also aligned with DepEd Order No. 003, s. 2024 (Institutionalization of the Learner Rights and Protection Framework) and DepEd Order No. 25, s. 2023 (DepEd Learning Recovery and Continuity Plan), emphasizing employee wellness, professional competence, and organizational efficiency.

108 Roadside Banaba West, Batangas City 4200 Philippines

+632 9989925601 phedpd.inc@gmail.com

MEMORANDUM		Date: 12/16/25	Released (Records):
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 checked="" type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent			
Signature:			
3v:	ASDS	CID Chief	SGOD Chief
	AO	Atty	





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The seminar-workshop aims to enhance the professional, interpersonal, and technological skills of non-teaching personnel to better support the Department's vision of quality, inclusive, and responsive education service delivery.

Key Topics to be Covered:

- Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)
- Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks
- Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency
- Gender Sensitivity and Awareness
- Conflict Resolution and Positive Workplace Relationships
- Disaster Preparedness and Emergency Response for Schools and Offices

Through this seminar-workshop, participants will:

- Strengthen their understanding of ethical, accountable, and service-oriented public service;
- Improve efficiency and digital productivity through responsible use of emerging technologies;
- Develop resilience and adaptability in handling workplace challenges; and
- Promote a culture of collaboration, safety, and excellence in their respective schools and offices.
- The selection of Baguio City as the venue provides an additional advantage, offering a conducive learning environment with a cool climate, peaceful setting, and rich cultural heritage that promotes focus, reflection, and professional renewal—ideal for capacity development and team-building experiences for education support personnel.

This is a **LIVE-OUT training**, people living outside Baguio City will make own arrangements for their accommodation and meals. Those interested to stay in the venue may contact them directly.

Thank you for your continued support in empowering education frontliners and enabling our non-teaching personnel to uphold the highest standards of efficiency, integrity, and service excellence.

For questions and clarifications regarding the conference, you may contact me through my mobile number 09989925601 and our email address at phedpd.inc@gmail.com. Thank you.

Sincerely yours,


Mr. Jeffrey M. Mayor
Executive Director



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Registration, inclusion and payment process:

PEPD, Inc. Members (Pay anytime)	
GROUP (3 pax and more)	₱ 3,000.00 per head
Individual rate	₱ 3,300.00 per head

Non-members rate:

EARLY REGISTRATION (November 14, 2025- December 15, 2025)	
GROUP (3 pax and more)	₱ 3,300.00 per head
Individual rate	₱ 3,600.00 per head

Inclusion: Conference kit, materials for session and workshop, 2 breakfast, 3 lunches, AM and PM snacks, printed certificates and e-handouts.

REGULAR REGISTRATION (December 16-30, 2025)	
GROUP (3 pax and more)	₱ 3,700.00 per head*
Individual rate	₱ 4,000.00 per head*

*same inclusion

LATE/ ONSITE REGISTRATION (January 16-23, 2026)	
GROUP (3 pax and more)	₱ 4,200.00 per head*
Individual rate	₱ 4,500.00 per head*

*same inclusion

Payment process:

METROBANK

Account name: Philippine Educators for Professional Development Inc.
Account no. 539-7-53903796-6

LANDBANK

Account name: Jeffrey M Mayor
Account no. 0307191741

Maya Wallet 0998992601 (Jeffrey Mayor)

GCash 09989925601 (Jeffrey Mayor)

Send the proof of payment, complete names and email addresses to phedpd.inc@gmail.com with subject **PEPD_NTP26**. Once the payment is validated, we will send you the link for registration.



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Program of Activities (Training Matrix)

January 9, 2026

8:00 A.M.	Registration and Billeting
9:00 A.M.	Opening Program and Orientation
10:00 A.M.	Session 1: Revisiting the Code of Ethics for Government Employees (R.A. 6713 and Civil Service Commission Guidelines)
12:00 P.M.	Lunch
1:00 P.M.	Session 2: Gender Sensitivity and Awareness
3:00 P.M.	Health break
3:30 P.M.	Session 3: Improving Digital Literacy and Media and Information Literacy (MIL) for Workplace Efficiency
5:00 P.M.	End of day 1

January 10, 2026

7:00 A.M.	Breakfast
8:00	Assembly and Preliminaries
8:30	Session 4: Disaster Preparedness & Emergency Response for Schools & Offices
10:00	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30 P.M.	Session 5: Use of Artificial Intelligence (AI) Productivity Tools for Office and Administrative Tasks
3:00 P.M.	Health break
3:30 P.M.	Session 6: Conflict Resolution and Positive Workplace Relationships
5:00 P.M.	End of day 2

January 11, 2026

7:00 A.M.	Breakfast
8:00	Session 7: Promotion of Sustainable Development
10:00	Synthesis and Integration Activity
11:00	Closing Program, Evaluation and Awarding of Certificate of Participation
12:00 P.M.	End of the conference

Requirements to receive the certificates: Attendance to all sessions and satisfactorily accomplishment of all assessment tasks.



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Advisory No. **235**, s. 2025

November 24, 2025

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)

INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY DEVELOPMENT FOR NONTEACHING PERSONNEL

The Philippine Educators for Professional Development Inc. (PEPD) invites nonteaching personnel and administrative staff to its International Seminar-Workshop on Skills Building and Capacity Development for Nonteaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education. This is with the theme, Enhancing Work Productivity and Administrative Competence: Developing 5Cs–Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.

The seminar aims to

1. demonstrate awareness of ethical standards and accountability in public service,
2. apply AI and digital productivity tools to improve office workflow,
3. strengthen media and information literacy in managing communication and data,
4. practice effective conflict management and team collaboration, and
5. apply principles of disaster preparedness, resilience in the office, and school operations.

The seminar will be conducted in three batches:

Date	Venue
January 9–11, 2026	Girl Scouts of the Philippines, Ating Tahanan Training Program, Baguio City
May 1–3, 2026	Western Philippines University, Puerto Princesa City
August 21–23, 2026	Zoom Conferencing System

Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546 also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

Mr. Jeffrey M. Mayor, LPT, MBA, CLDP
Executive Director
Philippine Educators for Professional Development Inc.
Mobile Phone Number: 0998-992-5601
Email Address: phedpd.inc@gmail.com

JGCG, JD, MPC, International Seminar-Workshop of PEPD
00317 - November 24, 2025

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