



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of Negros Oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. *319*, s. 2023

10 MAY 2023

LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. Attached is a communication from Mr. Jeffrey M. Mayor, LPT of the Center for Human Research & Development Foundation Inc., inviting non-teaching personnel on the Learning Pathways for Non-Teaching Personnel Training Series on May 12-14, 2023 in Baguio City, the said training will be charged to **PERSONAL FUNDS and will be on Voluntary basis only**, contents of which are self-explanatory.
2. For details, please see attached communication.
3. For assistance, you may contact Ms. Iryll through (035) 225-6180.
4. For the information and guidance of all concerned.

By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD, JD.
Assistant Schools Division Superintendent
Office In-Charge

6/10/23

NCO/JMA-MKP-NLR/SGOD/RBN/imsam
May 10, 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

Center for Human Research & Development Foundation Inc.

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



April 10, 2023

Office of the Schools Division Superintendent
Department of Education

Attention: **Human Resource Development Office**

Dear Sir/ Madam:

Greetings of Peace!

Since 1994, the Center for Human Research and Development Foundation Inc. as a non-stock and non-profit organization collaborated to various community stakeholders in providing high quality and relevant learning and development programs. As the new year begins, we have designed year-long professional development programs for non-teaching personnel. We are well aware on the various steps carried out by the Department of Education to improve the education over the years. We are one in lauding and celebrating all these unwavering efforts and achievements.

For an organization to be effective and be able to deliver its intended outcomes, its workforce needs to be skilled, competent and confident. Across all sectors, it means that they are subject to continual change, especially in the Volatile, Uncertain, Complex, and Ambiguous (VUCA) world that we are living. The pandemic is a real game changer. The non-teaching employees' competence requires enhancement and operate by being flexible, agile and continually evolving. Thus, our organization designed the **LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**. Come May 12-14, 2023, we will gather Human Resource Professionals from educational institutions in Baguio City for the **International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings**. The exact venue will be announced on later date.

The training program we prepared is consistent to DepEd Order no. 32, s. 2011 or Policies and Guidelines on Training and Development (T&D) Programs and Activities and 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.

The follow activities and topics will be covered in this learning event:

Day 1

Opening program, orientation and perspective setting

Session 1: Conducting Effective EOMS Internal Audit

Session 2: Positive Psychology: Promoting Work-Life Balance and Flourishing Well-Being



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Day 2

Session 3: Promoting Lifelong Learning: Designing Competency-based Training

Session 4: Data Privacy Issues in the New Normal

Session 5: Revisiting Enabling Laws and Policies for Civil Servants

Day 3

Session 6: Data Privacy Issues in the New Normal

Session 7: Making it Happen: Safe Spaces in the Workplace and Beyond

Session 8: Effective Leadership through Behavioral Communication

Closing Program

Target participants: HRD personnel from educational settings and other non-teaching personnel who could benefit the topics of this learning event

Important: Training for non-teaching personnel is **NOT** covered by or under NEAP.

Registration fee will be collected to cover all the expenses.

Registration type:	Individual	Group (Min. of 3 pax)
Early bird rate (on or before May 5, 2023)	₱10,500.00	₱9,500.00
Regular rate (May 6, 2023 onwards)	₱12,000.00	₱11,000.00

Inclusions: Conference kit, attendance to plenary sessions, printed certificate of attendance, participation, appearance, Certificate of recognition for workshop sessions, meals- Day 1 AM snacks to Day 3 PM Snack, handouts

PAYMENT PROCESS:

G-Cash/ Paymaya (Please use SEND MONEY TO BANK option & NOT express send) or Over-the-counter payment

Please use the details below: For surname put Foundation

Bank name: Metropolitan Bank Trust Company (Metrobank)

Account name: CHRDF Inc.

Savings Account no.: 473-3-47312516-2

Bank name: Asia United Bank (AUB)

Account name: CHRDF Inc.

Savings Account no.: 538-01-000060-8

or Palawan Express (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at chrdf.inc@gmail.com with subject **HRD23** and in the body complete name and organization/ name and address of SDO/RO.