



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. 039, s. 2025
March 13, 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 FOR NON-TEACHING PERSONNEL ON
LEADERSHIP, ISO 21001:2018, QUALITY, RECORDS AND OFFICE MANAGEMENT**

Relative to the email from the **Philippine Educators for Professional Development Inc.**, dated February 25, 2025, this Schools Division through the Human Resource Development Section hereby disseminates the information on **International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management.**

Enclosed with this advisory is the copy of the said email for reference.

DepEd Order No. 9, s. 2005 (Time-on-Task Policy), Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order NO. 66, s. 2017 (Policy on Off-Campus Activities), have to be considered if needed.

For queries pls contact the following:
Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director & Conference Convenor
phedpd.inc@gmail.com
+632 9989925601

ECS, phedpdi International Seminar Workshop for Non-Teaching Personnel, S2-109927, March 13, 2025.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

DepEd-Division
of Batangas
SDS OFFICE

RECEIVED

Date: MAR 05 2025

Time: _____

Date: February 25, 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 for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management**
March 15, 16 and 22, 2025 via Zoom App (Purely online)

Dear Sir and Madam:

We are pleased to extend this formal invitation to you and your esteemed institution to participate in this capacity building and professional development activity intended for non-teaching personnel. This learning event aims to enhance the skills and competencies of non-teaching staff especially in the areas of leadership, quality management systems, and office management practices that align with the latest international standards. Although this seminar targets non-teaching personnel, it contributes to the overall empowerment of the educational workforce. By strengthening the leadership and management skills of non-teaching staff, we ensure better support for our teachers and more efficient day-to-day operations within the school system.

This seminar-workshop is part of the ongoing efforts to provide professional development opportunities for non-teaching personnel in accordance with the Department of Education (DepEd) issuances. In particular, we refer to DepEd Order No. 39, s. 2017, which mandates the continuous professional development of non-teaching personnel, as well as DepEd Memorandum No. 43, s. 2019, that emphasizes the importance of skills training in leadership, office management, and organizational quality.

We are confident that this seminar will provide valuable knowledge and skills that will contribute significantly to DepEd's ongoing initiatives to enhance the Philippine education system. We kindly request the participation of your non-teaching personnel in this transformative activity.

Thank you and see you there!

Sincerely yours,

Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director and Conference Convenor



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management

March 15, 16 and 22, 2025 via Zoom App

Program of Activities (Training Matrix)

March 15, 2025

8:00 A.M.	Log-in to Zoom App
8:30	Opening Program and Orientation
9:00	Session 1: Records Management
10:15	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30	Log-in to Zoom App
2:00	Session 2: ISO 21001:2018 ISO for Educational Institutions
3:30	Health break
4:00	Asynchronous task
5:00	End of day 1

March 16, 2025

8:00 A.M.	Log-in to Zoom App
8:30	Preliminaries/ Recap
9:00	Session 3: Quality Management
10:15	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30	Log-in to Zoom App
2:00	Session 4: Office Management
3:30	Health break
4:00	Asynchronous task
5:00	End of day 2

March 22, 2025

8:00 A.M. Log-in to Zoom App
8:30 Preliminaries/ Recap
9:00 Session 5: **Leadership in the Workplace**
10:15 Health break
11:00 Continuation of session
11:30 Closing program and awarding of certificates
12:00 P.M. Lunch break
1:30 Log-in to Zoom App
2:00 Session 6: **Strength based Approach**
3:30 Health break
4:00 Closing program and awarding of certificates
5:00 End of the seminar workshop

Registration process:

Early registration until March 12, 2025 ₱1,199 per head
Group rate until March 10, 2025 ₱999 per head minimum of 5 pax
Regular registration from March 13-15, 2025 ₱1,349 per head

Pay using GCash 09989925601 (J*****Y M.)
Inclusion: Access to training, certificates and e-handouts

Please use this form to register and submit your proof of payment https://bit.ly/PEPD_NTP

For inquiries, please email us at phedpd.inc@gmail.com.