



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

Advisory No. 045, s. 2025

April 11, 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 ENHANCING ADMINISTRATIVE EXCELLENCE:
ROLES AND RESPONSIBILITIES**

The Philippine Educators for Professional Development Inc. will be conducting the International Seminar Workshop on Enhancing Administrative Excellence: Roles and Responsibilities of Non-Teaching Personnel in Supporting Quality Global Education on May 1-4, 2025 via Zoom App (Purely Online).

The target participants are the non-teaching personnel.

The said activity aims to provide professional development opportunities for non-teaching personnel in accordance with the Department of Education issuances.

Attached is the copy of the invitation letter and activity matrix from Mr. Jeffrey M. Mayor for reference.

Be guided by DepEd Order No. 9, s. 2005 (Time-on-Task Policy), and Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order NO. 66, s. 2017 (Policy on Off-Campus Activities).

For queries pls contact the following:

Mr. JEFFREY M. MAYOR, LPT, CLDP ®
Executive Director and Conference Governor
phedpd.inc@gmail.com
[+632 9989925601](tel:+6329989925601)

ECS, International Seminar Workshop on Enhancing Administrative Excellence: Roles and Responsibilities of Non-Teaching Personnel in Supporting Quality Global Education, S2-110072, April 11, 2025.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Date: March 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 on Enhancing Administrative Excellence: Roles and Responsibilities of Non-Teaching Personnel in Supporting Quality Global Education** May 1-4, 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 significant professional development activity is designed to empower and equip our dedicated non-teaching personnel with the latest knowledge, skills, and best practices to further strengthen their crucial role in fostering a supportive and effective educational environment.

This seminar workshop is anchored on the commitment of the Department of Education (DepEd) to continuously improve the quality of education through the professional development of all its personnel, both teaching and non-teaching.

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. Consistent to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

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!

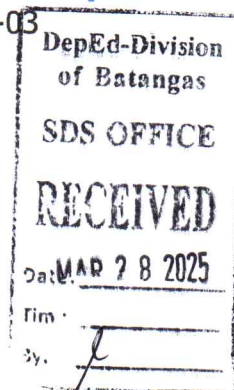
Sincerely yours,

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



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03



Registration process:

Early registration until April 25, 2025 ₱1,199 per head
Group rate until April 18, 2025 ₱999 per head minimum of 5 pax
Regular registration from April 26-May 1, 2025 ₱1,349 per head

Pay using GCash 09989925601 or 09602681848 (J*****Y M.)
Inclusion: Access to training, 7 digital certificates and e-handouts
Option for printed certificates is available and free of charge however shipping fee must be shouldered by the requesting party.

Please use this form to register and submit your proof of payment
<https://forms.gle/XnZajN7LwoYh7ZuT7>

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

Program of Activities (Training Matrix)

May 1, 2025 (Day 1)

9:00 A.M.	Log-in to Zoom App
9:15	Opening program and Orientation
9:45	Pre-assessment
9:50	Introduction of the Speaker
10:00	Session 1: Introduction to the Role of Non-Teaching Personnel in Global Education Systems
11:00	Health break
11:15	Continuation of session
11:45	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 2: Global Best Practices in Administrative Support for Educators
3:15	Health break
3:30	Continuation of session
4:00	Open forum (Question and Answer)
5:00	End of day 1

May 2, 2025 (Day 2)

- 5:45 Log-in to Zoom App
- 5:55 Introduction of the Speaker
- 6:00 Session 3: **Building Effective Collaboration Between Teaching and Non-Teaching Personnel**
- 8:00 End of day 2

May 3, 2025 (Day 3)

- 9:45 A.M. Log-in to Zoom App
- 9:50 Introduction of the Speaker
- 10:00 Session 4: **Adapting International Standards for Quality Assurance**
- 11:00 Health break
- 11:15 Continuation of session
- 11:45 Open forum (Question and Answer)
- 12:00 P.M. Lunch break
- 1:45 Log-in to Zoom App
- 1:55 Introduction of the Speaker
- 2:00 Session 5: **Understanding Legal and Ethical Responsibilities of Non-Teaching Personnel**
- 3:15 Health break
- 3:30 Continuation of session
- 4:00 Open forum (Question and Answer)
- 5:00 End of day 3

May 4, 2025 (Day 4)

- 9:45 Log-in to Zoom App
- 9:55 Introduction of the Speaker
- 10:00 Session 6: **Fostering Inclusivity and Equity through Administrative Support**
- 11:00 Health break
- 11:15 Continuation of session
- 11:30 Open forum (Question and Answer)
- 11:45 Closing Program
- 12:00 P.M. End of the seminar-workshop

All sessions are accessible via recorded video for limited time only.



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Company Background

Philippine Educators for Professional Development, Inc. was established in response to the growing demand for high-quality teacher development programs in the Philippines. Recognizing the critical role of educators in shaping the future of the nation, the organization aims to address the pressing challenges faced by Filipino learners, such as poor performance in the Programme for International Student Assessment (PISA), widespread literacy problems, and persistent learning gaps.

The organization was founded with a vision to empower Filipino educators through professional growth and lifelong learning opportunities. By equipping teachers with the tools, skills, and methodologies needed to navigate the complexities of modern education, Philippine Educators for Professional Development, Inc. strives to uplift the quality of education across the country.

The organization recognizes that the challenges in Philippine education are deeply rooted in systemic issues that require strategic solutions. Poor PISA performance highlights the need for a curriculum that develops critical thinking, problem-solving, and literacy skills. Furthermore, the evident learning gaps and literacy challenges among students necessitate the development of innovative teaching approaches and targeted interventions.

Through its programs, the organization provides educators with training that aligns with the latest curriculum standards and addresses the unique needs of Filipino learners. It also fosters collaboration among teachers, promotes research-driven strategies, and advocates for policies that enhance educational outcomes. Philippine Educators for Professional Development, Inc. envisions a future where every Filipino learner has access to quality education, guided by educators who are equipped to inspire, innovate, and transform.

Mission

Philippine Educators Professional Development, Inc. is committed to empowering educators through accessible, innovative, and research-driven professional development programs.

We aim to elevate the standards of teaching and learning, foster lifelong learning, and strengthen Philippine education by providing teachers with training aligned with the current curriculum.

Vision

To be the leading organization in the Philippines for advancing the professional growth of educators, inspiring excellence in education, and shaping a future where every teacher has the tools, knowledge, and skills to transform lives through education.

Objectives

1. **Respond to the Challenges in the Philippine Education System:** Actively address the current and emerging challenges in the Philippine education system by providing innovative and relevant solutions that improve the quality of education and teacher performance.
2. **Align Programs with the Philippine Professional Standards for Teachers:** Design and implement teacher development programs, training, and workshops that are aligned with the Philippine Professional Standards for Teachers (PPST), ensuring that teachers meet national standards and continuously improve in their professional practice.
3. **Support the Formation of Future-Ready Students and Professionals:** Equip Filipino teachers with the skills, knowledge, and tools to nurture students who are not only academically competent but also prepared to thrive in a rapidly changing world, fostering the development of future-ready learners and professionals.
4. **Provide Professional Development and Resources to Filipino Teachers:** Offer a variety of professional development opportunities, including seminars, workshops, and educational resources, to enhance the teaching skills, pedagogical knowledge, and leadership qualities of Filipino teachers.
5. **Foster a Community of Committed Educators:** Build a collaborative community of educators dedicated to academic excellence, ethical practices, and social responsibility, and support the development of leadership within the teaching profession.
6. **Conduct Research and Develop Educational Materials:** Engage in research, publishing, and the creation of educational materials that support teachers' development and contribute to the improvement of the education system in the Philippines.
7. **Advocate for the Rights and Needs of Teachers:** Champion the needs and rights of Filipino educators, including fair compensation, recognition, career advancement, and access to professional growth opportunities.
8. **Collaborate with Schools, Government Agencies, and Other Organizations:** Partner with educational institutions, governmental bodies, and other relevant stakeholders to improve the quality of education, teacher development, and the overall academic environment in the Philippines.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
The SEC Headquarters
7907 Makati Avenue, Salcedo Village,
Barangay Bel-Air, Makati City, 1209, Metro Manila



COMPANY REG. NO.: 2025020188988-03

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

Philippine Educators for Professional Development Inc.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at The SEC Headquarters 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, Metro Manila, Philippines, this day of 18 February Two Thousand Twenty Five.

GERARDO F. DEL ROSARIO

Director

Company Registration and Monitoring Department

For SEC use only
P855 (PSIC as reserved)
Non-stock Corporation
Corporation with less than 5 Incorporators

*This is a computer generated certificate,
signature is not required.*

DOCUMENTARY STAMP TAX PAID

Note: The original copy of this Certificate must be secured within 60 calendar days from the date of registration

Please be advised on the following guidelines as failure to comply with these requirements hereby detailed within shall be a ground for the revocation and/or cancellation of the Certificate of Incorporation.

- That the original Certificate of Incorporation (COI) shall be released only upon presentation and submission of the copy of the Digital COI, copy of the proof of payment on the required fees and **two (2) hard copies** of the originally signed and authenticated or notarized of the Articles of Incorporation and/or By-laws together with all its attachments within a period of **sixty (60) calendar days** from the date stated in the Digital COI.

Where to submit the hard copies or to release the original Certificate of Incorporation

SEC Robinsons Galleria Satellite Office, 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City

If thru courier services/registered mail:

Package should be addressed to the Receiving or Releasing Unit, Corporate Filing and Records Division, Company Registration and Monitoring Department, **SEC Robinsons Galleria Satellite Office, 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City**

- That the officially received registration application documents together with its attachments shall be subjected to post-evaluation to determine compliance with the applicable laws, rules, and regulations, notwithstanding the issuance of the COI;
- Any falsity, misrepresentation or fraud determined during post evaluation contained in the Articles of Incorporation and/or Bylaws shall constitute valid ground for revocation of the registration and/or cancellation of the COI issued including the filing fee. However, minor corrections may be cured by either (1) filing a Petition for Correction, if allowed, or (2) filing an application for amendment of the Articles of Incorporation and/or Bylaws filed within **ninety (90) calendar days** from notice.
- Failure to submit the originally signed and authenticated or notarized registration application together with the Digital COI and proof of payment within the period of **sixty (60) calendar days** from the date indicated in the Digital COI shall result in the automatic revocation of the corporation's registration with this Commission.
- Actions such as request for Certified True Copies, submission of reportorial requirements, application for Amendment of Articles of Incorporation and/or By-laws and such other applications deemed necessary in the operation of its business shall NOT be entertained, granted or acted upon until the originally signed and authenticated or notarized **two (2) hard copies** of the registration application is submitted and officially received by this Commission within a period of **sixty (60) calendar days** from the date indicated in the Digital COI.
- If the end date of the **sixty (60) calendar days** period falls on a weekend or a holiday, it shall be submitted on the next working day.
- That the information downloaded from this system bears a unique QR code of the Commission.
- That the Commission shall not be responsible for any damage that may result from the unauthorized use of the aforementioned QR code.
- As a registered corporation, it shall submit annually to this Commission the reports indicated on the list of reportorial requirements.

**REPORTORIAL REQUIREMENTS
(ORDINARY-DOMESTIC CORPORATIONS)
CORPORATIONS WITH 2-15 INCORPORATORS (NON- STOCK CORPORATIONS)**

1.) 1.) Form/Notice pursuant to SEC Memorandum Circular No. 28, series of 2020. Refer to link: <https://www.sec.gov.ph/mc-2020/mc-no-28-s-2020/>

2.) **General Information Sheet**

Annual Filing: within thirty (30) days from the actual date of Annual Stockholders' Meeting

3.) **Financial Statements (FS)**

Fiscal Year end: December 31

- Check schedule of filing through SEC website: www.sec.gov.ph

Fiscal Year end: Other than December 31

- Within one hundred twenty (120) days from date of fiscal year indicated in the FS

Note: Annual Financial Statements audited by an independent Certified Public Accountant: *Provided*, that if the **total assets or total liabilities of the corporation are less than Six Hundred Thousand Pesos (P600,000.00)**, the financial statements shall be certified under oath by the Corporation's President and Treasurer

4.) **Membership Book**

Must be stamped within thirty (30) days from date of issuance of Certificate of Incorporation its properties remains as those mentioned, by filing an affidavit/certification by its appointed Archbishop to the effect.



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Gentlemen:

Please be informed that upon the approval of the application in the Electronic Simplified Processing of Application for Registration of Company (ESPARC) this Commission does not automatically generate the **BIR Corporate Tax Identification Number (Corporate TIN)** and the **PAG-IBIG, PHILHEALTH** and **SSS Employer Registration Number (ERN)**.

However, you may login to the **Philippine Business Hub (PBH)** link shown on the notification sent to the email you provided in the ESPARC.