



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

July 21, 2023

DIVISION MEMORANDUM

No. **288** , s. 2023

**BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND ADMINISTRATION**

To: Chiefs, CID and SGOD  
Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Others Concerned

1. This Office hereby disseminates the communication received from Jackbert D. Mendoza, Deputy Executive Training Director, dated July 7, 2023, inviting all interested participants to this **"BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND ADMINISTRATION"**. This will be conducted on September 8-10, 2023, at Teachers Camp, Baguio City.
2. The 3-day national workshop is a **VOLUNTARY BASIS** or the use of personal funds to cover the expenses. For Early Bird registration: Php 3 500.00 (Group of 5 and above, on or before August 5, 2023 and Php 4 500.00 (Individual registration, on or before August 10, 2023) will be collected. While for regular rate, Php 5 000.00 (August 11, 2023 onwards).
3. The participants in this activity will be on **OFFICIAL TIME**.
4. Participation of interested personnel to this activity is subject to the provisions of DECS Order No. 28, s. 2001 titled **"Prohibiting the Commercialization of DECS organization through Endorsements and Accreditation of Goods and Services"**.
5. Please refer to the attached communication for more details.
6. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/SGOD/MCC/rdo



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
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DepEd Tagbilaran City Division <tagbilarancity.division@deped.gov.ph>

**BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND ADMINISTRATION**

1 message

PCPD Desk <inquiry.pcpd@gmail.com>  
Bcc: tagbilarancity.division@deped.gov.ph

Wed, Jul 19, 2023 at 1:58 PM

TO: **SCHOOLS DIVISION SUPERINTENDENT**  
**Schools Division Office**  
Department of Education

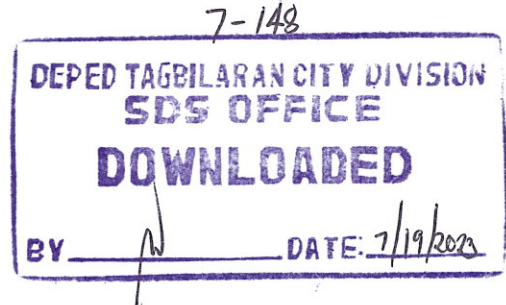
WHAT: **BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND ADMINISTRATION**

Peace and good health be unto you!

See attached letter of request for your reference and perusal.

Sincerely,

**JACKBERT D. MENDOZA, DEM (Cand.)**  
Deputy Executive Training Director



**PHILIPPINE CONTINUING PROFESSIONAL DEVELOPMENT TRAINING CENTER**

DepEd-NEAP Authorization Number : LSP-2021-0002-0503  
PRC Accreditation Number: PTR-2019-311  
SEC Registration Number: CS201510650  
TIN Number: 009-052-585-000

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**SDO ADVISORY REQUEST\_NON-TEACHING PERSONNEL IN BAGUIO CITY.pdf**  
181K



PHILIPPINE CONTINUING  
PROFESSIONAL DEVELOPMENT  
TRAINING CENTER

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Contact Numbers:

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0933-667-4931  
(02) 7987-1356

Emails:

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Date: **July 7, 2023**  
To: **Schools Division Superintendent**  
DepEd Schools Division Office  
Subject: **BAGUIO CITY 3-DAY NATIONAL SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS AND OFFICE MANAGEMENT AND ADMINISTRATION**

Dear Sir/Madam:

Peace and good health be unto you!

PCPD Training Center will conduct a **3-day National Seminar-Workshop on e-Personnel and Leadership 5.0 for Human Resource, Records and Office Management and Administration** on **September 8-10, 2023** (24 hours) at **Teachers Camp, Baguio City** with the theme, **"e-Personnel and Leadership 5.0: An Innovative and Transformative 21st Century Managerial and Administrative Skills"**.

Anchored on the **MATATAG Agenda** of the Department of Education under the leadership of *Vice President Sara Z. Duterte-Carpio*, PCPD Training Center, Inc. believes that advancement in any field of knowledge is largely due to on-going research studies and technical training that aim to gain new ground in explaining theories and phenomena. Outside this would only be a repetition of formerly held beliefs and understandings which only reiterates what most know as truth and thereby remain stagnant.

For this reason, the undersigned would like to request for an **ADVISORY** to inform interested individuals within your jurisdiction to join in a **VOLUNTARY BASIS** or using their personal funds to cover the expenses.

**PROGRAM OF ACTIVITIES/ MATRIX**

**3-DAY NATIONAL SEMINAR-WORKSHOP ON e-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT AND ADMINISTRATION**

Theme: *"e-Personnel and Leadership 5.0: An Innovative and Transformative 21<sup>st</sup> Century Managerial and Administrative Skills"*

Venue: TEACHERS CAMP, BAGUIO CITY  
Date: September 8-10, 2023 (24 HOURS)

**PROGRAM DESCRIPTION:**

This seminar-workshop is a 3-day face-to-face program for human resource, records, and office personnel. Anchored on the theme. **"e-Personnel and Leadership 5.0: An Innovative and Transformative 21<sup>st</sup> Century Managerial and Administrative Skills"**, this seminar-workshop will capacitate human resource personnel with regards to leadership, management, and administration in the digital era. E-personnel or electronic personnel is the utilization of digital technology and online platforms for managing and administering human resources processes within an organization. It includes the application of various digital tools and techniques to streamline HR system, enhance office and records personnel efficiency, and improve overall human resource leadership, management, and administration. It leverages technology to optimize HR processes, leading to increased efficiency, improved employee experience, and better decision-making in human resources management in the 21<sup>st</sup> century through leadership 5.0.

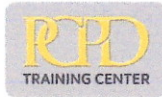
**PROGRAM OBJECTIVES:**

- a. Formulate strategic policy for office management and administration through the positive use of Artificial Intelligence,
- b. Understand the fundamental concepts of Data Privacy, Information Security, and Intellectual Property for Human Resource, Records, and Office Personnel,



- c. Integrate Leadership 5.0 and Personnel Agility in Leadership and Managerial Skills for Human Resource, Records, and Office Personnel, and
- d. Utilize e-Governance and the Social Media Platforms for effective 21<sup>st</sup> century communication skills among human resource, records, and office personnel.

TOPICS	INTENDED LEARNING OUTCOMES	Resource Persons	Date and Time
<b>7:30am-8am- Registration/Attendance/Prayer/National Anthem/Opening Remarks/ Basic Orientation</b>		c/o PCPD Training Center Staff	
<b>DAY 1 (8AM-5PM)</b>  <b>TOPICS</b>  Morning Session: <b>Artificial Intelligence (AI) as a Tool in Formulating Strategic Policy for Office Management and Administration</b>  Afternoon Session: <b>Data Privacy, Information Security, and Intellectual Property: Building Integrity among Human Resource and Records Personnel</b>	1. Learn and understand how to formulate strategic policy for office management and administration through the positive use of Artificial Intelligence  2. Integrate and Understand the fundamental concepts of Data Privacy, Information Security, and Intellectual Property for Human Resource, Records, and Office Personnel	<b>ROMEL MENORIAS</b> FELU-Alabang. Master Arts in Education Major in Social Studies	Sept. 8-10, 2023 (8am to 5pm)
<b>DAY 2 (8AM-5PM)</b>  <b>TOPICS</b>  Morning Session: <b>Leadership 5.0 and the Human Resource Management</b>  Afternoon Session: <b>Personnel Agility through Digital Leadership and Managerial Skills</b>	2. Integrate and Understand the fundamental concepts of Data Privacy, Information Security, and Intellectual Property for Human Resource, Records, and Office Personnel	<b>ANNABELLE A. GORDONAS, PhD</b> <i>Director, Resource Generation Office</i>  <i>Chair, Master of Arts in English Language Teaching</i>  Polytechnic University of the Philippines, Sta. Mesa, Manila	
<b>DAY 3 (8AM-5PM)</b>  <b>TOPIC:</b>  <b>e-Governance and Social Media-Platforms: Developing an Effective 21st Century Communication Skills</b>	3. Utilize and Integrate Leadership 5.0 and Personnel Agility in Leadership and Managerial Skills for Human Resource, Records, and Office Personnel, and		



	<p>4. Utilize e-Governance and the Social Media Platforms for effective 21<sup>st</sup> century communication skills among human resource, records, and office personnel.</p>		
<p><b>Nota bene:</b></p> <ol style="list-style-type: none"> <li>1. Attendance checking is to be implemented every day at 7:30am-8am</li> <li>2. Lunch is to be served every day at 12:00nn to 1:00pm</li> <li>3. AM and PM Snacks and health break is only 10-15 mins. (speaker's discretion)</li> <li>4. Group Presentation/Activity is to be integrated in the entire session at the discretion of the resource person/s.</li> <li>5. Distribution/Awarding of Certificates is to be done after the 3<sup>rd</sup> day session.</li> </ol>			


<b>REGISTRATION FEE</b>	
EARLY BIRD	REGULAR RATE
<p><b>Php 3, 500.00</b> (Early Bird Group of 5 and above, on or before August 5, 2023)</p>	<p><b>Php 5, 000.00</b> (Regular Rate, August 11, 2023 onwards)</p>
<p><b>Php 4, 500.00</b> (Early Bird Individual Registration, on or before August 10, 2023)</p>	
<p>INCLUSION: LUNCH, AM AND PM SNACKS FOR 3 DAYS, CERTIFICATE OF COMPLETION, CERTIFICATE OF PARTICIPATION, CERTIFICATE OF ATTENDANCE, CERTIFICATE OF APPEARANCE, CERTIFICATE OF RECOGNITION FOR ACTIVITY AND GROUP PRESENTATION, SEMINAR KIT</p>	

Kindly email us a copy of the advisory once it has been released by your office for our record and to help you disseminate through our various social media platforms.

To register and for other concerns, interested participants may contact the following: **inquiry.pcpd@gmail.com | 0917-805-3370 | 09338674931.**

In anticipation of your positive response, allow me to extend my sincerest gratitude in advance.

Sincerely,

  
**JACKBERT D. MENDOZA, DEM (cand.)**  
 Deputy Executive Training Director  
 PCPD Training Center, Inc.