



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

Office of the Schools Division
Superintendent

November 5, 2025

DIVISION MEMORANDUM

NO: 793 s. 2025

BEST PROJECT MANAGEMENT TRAINING IN MANILA, NOW IN DAVAO

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates communication from Erika Bana, of the Project Management Essentials , the contents of which are self-explanatory.
2. Participation to the said training is **voluntary** and payment will be charged against **personal funds**.
3. Please see attached communication for more details.
4. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAI./SGOD/MCC/fct



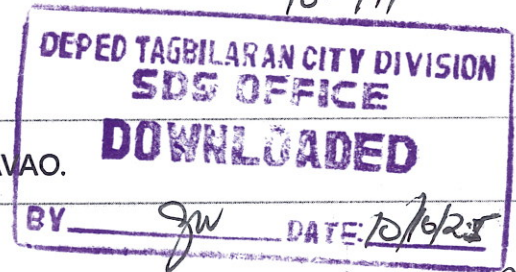
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Email Address: tagbilarancity.division@deped.gov.ph

The BEST Project Management training in Manila, now in DAVAO.

From Erika Bana <erika.bana@xworks.ph>

Date Thu 10/16/2025 10:30 AM

To TAGBILARANCITY DIVISION <tagbilarancity.division@depd.gov.ph>



received (600:00)
10/16/25 @ 1:39 pm

You don't often get email from erika.bana@xworks.ph. [Learn why this is important](#)



The Best Project Management Training in Manila, now in Davao!

Project Management Essentials

December 1-2, 2025

9:00AM - 5:00PM

Park Inn by Radisson, Davao

Learn what real project management is all about.

Get ready to face the Project Economy! This two-day activity-based, learner-centered course on project management essentials is the ideal course for project managers who have little or no formal training in project management. It is based on the *A Guide to the Project Management Body of Knowledge (PMBOK)® Guide 6th and 7th Editions*, the de facto global standard on project management. Whether you are working on Waterfall or Agile projects, this course is suited for you. Participants are immersed in real-world simulations using typical project management tools and techniques in a gamified environment for optimum learning, retention, and fun. Be an awesome project manager. Learn the essential skills of project management today.

At the end of this course, participants should be able to:

- Describe the basic concepts of project management
- Describe the different roles and responsibilities of the Project Manager, the PMO, and the Project Stakeholders
- Know the essential deliverables commonly used during Project Initiation

- Know the essential activities and deliverables during Project Planning
- Know the essential activities and deliverables during Project Execution
- Know the essential activities and deliverables during Project Monitoring and Controlling
- Know the essential activities and deliverables during Project Closing

Course Outline

- Introductory Concepts on Project Management
 - Projects, Programs, and Portfolios
 - Projects and Operations
 - Project Phases
 - Project Management Knowledge Areas
 - The Project Manager
 - PM 101
 - The Project Management Office (PMO)
 - The Project Stakeholders
- Project Initiation
 - The Business Case
 - The Project Charter
- Project Planning
 - The Project Management Plan
 - The Work Breakdown Structure
 - The Activity List
 - Work vs Duration
 - Logical Dependencies
 - Mandatory vs Discretionary Dependencies
 - Leads and Lags
 - The Schedule Network Diagram
 - The Critical Path
 - Schedule Compression Techniques
 - The Project Schedule
 - Cost Budgeting
 - Quality Planning
 - Resource Planning
 - Communication Planning
 - Risk Planning
 - Procurement Planning
 - Stakeholder Analysis
- Project Executing
 - Acquiring and Developing Resources

- Performance Reporting
- Managing Stakeholder Engagement
- Project Monitoring and Controlling
 - Earned Value Analysis
 - Risk Register
 - Integrated Change Control
- Project Closing
 - Lessons Learned Register
 - Project Closure

Course Duration

- 2 days

Delivery Methodologies

- Lecture
- Team-based activities
- Individual activities
- Online Quizzes
- Plenary Discussions

This course is recommended for

- Project Managers and Project Team members with little or no formal PM training
- Project Executives
- Project Stakeholders
- Anyone involved in the development and implementation of projects

Hurry! Register Today!

Click the Register Now Button or contact

Erika Bana

erika.bana@xworks.ph

+63 956 0414435 (Globe/Viber)

+63 908 1304107 (SMART)

(02) 75034826

(02) 75047298

Register Now

Crossworks Training and Consulting Corporation

Unit 1114 City and Land Mega Plaza, Garnet Road, Ortigas Center, 1605, Pasig

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