



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

Office of the Schools Division  
Superintendent

January 6, 2026


**DIVISION MEMORANDUM**

NO: 006 s. 2026

**INVITATION TO A 3-DAY SEMINAR ON BOOSTING EMPLOYEES PRODUCTIVITY  
THROUGH VALUES EDUCATION**

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

1. This Office hereby invitation from Maria Charito Clanor-Licuanan, MAEd, Program Manager, Arczone Professional Development Inc, the contents of which are self-explanatory.
2. Participation in the training is **voluntary**, and the payment shall be charged to **personal funds**.
3. Please see attached invitation for more details.
4. Immediate and wide dissemination of this Memorandum is desired.

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

WDB/JAAL/SGOD/MCC/fct

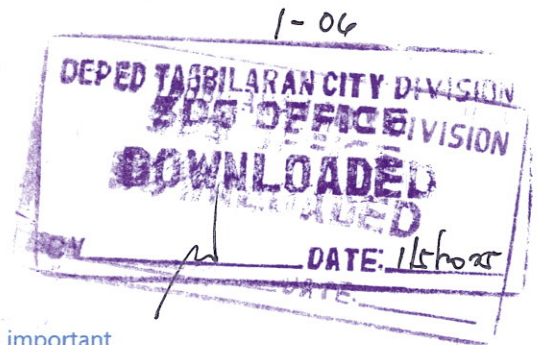


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**INVITATION: 3-day Online Seminar on Boosting Employee Productivity through Values Formation**

From admin@arczoneprofdev.com <admin@arczoneprofdev.com>  
Date Sat 12/27/2025 5:28 PM  
To TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

1 attachment (649 KB)  
Tagbilaran City.pdf;



You don't often get email from admin@arczoneprofdev.com. [Learn why this is important](#)

December 27, 2025

DR. WILFREDA D. BONGALOS  
Schools Division Superintendent  
Schools Division of Tagbilaran City  
Dampas St., Tagbilaran City, Bohol

Dear Dr. Bongalos:

Warm greetings!

We are pleased to inform you of the resumption of our Civil Service Commission-accredited seminar-workshops titled Boosting Employee Productivity through Values Formation. This transformative 3-day training program is once again open to government officials and employees who wish to enhance workplace productivity and strengthen core public service values.

In light of its positive feedback and strong demand, the program will resume implementation in the upcoming months. We respectfully request your assistance in disseminating this information to the various offices and units under your jurisdiction and in encouraging participation among your personnel.

Below is the updated schedule and registration details for the forthcoming seminar-workshop:

Date: March 11-13, 2026  
Registration Link: <https://tinyurl.com/VF-R6-R7-R8>  
Registration Deadline: March 2, 2026

For your reference, the training will be conducted virtually via Zoom to ensure wider participation and accessibility. A certificate of completion with 24 training hours will be issued to each participant.

For further inquiries or confirmation, please contact us through the following:

 Mobile: 0921-576-1676

 Telephone: (02) 7900-5176 / 7007-8799

 Email: [arczone\\_eduphil@yahoo.com](mailto:arczone_eduphil@yahoo.com) / [admin@arczoneprofdev.com](mailto:admin@arczoneprofdev.com)

We sincerely appreciate your continued support and cooperation in sharing this valuable learning opportunity with your employees. Together, we can build a more values-driven, efficient, and service-oriented government workforce.

Thank you very much, and we look forward to your office's participation.

Truly yours,

Maria Charito Clanor-Licuanan, MAEd  
Program Manager



December 27, 2025

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Schools Division Superintendent  
Schools Division of Tagbilaran City  
Dampas St., Tagbilaran City, Bohol

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**Maria Charito Cianor-Licuanan, MAEd**  
Program Manager



## Boosting Employee Productivity through Values Formation

### DESCRIPTION

This 3-day values formation training program aims to **develop** among public servants their **commitment to manifest** their desirable values vis-a-vis the shared values of their organization. Becoming aware of their personal values, as well as their family values and traditions will help them understand how the organization works and how their personal values are integrated with the shared values and culture of their organization. The manifestation of desirable public service values contributes to individual productivity and the success of the organization. The training program will expose participants to experiential learning sessions and collaborative learning activities using the 4 A's 1) **Activity**- with self-reflection and collaborative activities; 2) **Analysis/Processing** of their personal and work-related experiences; 3) **Abstraction**-providing inputs for the participants' awareness and understanding of the value concepts and transformation processes; 4) **Application** - expected application of the learnings gained from the modular sessions towards the end of the training with a pledge of commitment and a workable plan of action.

### OBJECTIVES

At the end of the training, the participants will be able to:

1. Identify significant personal and family values that motivate them for better work productivity and performance.
2. Identify significant values of their organization that boost work productivity and enhance performance.
3. Relate their personal and family values with the values of the organization.
4. Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
5. Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

**Mode:** Online via Zoom

**Registration Fee:** Php 3,800 per participant

**Training Hours:** Twenty-Four (24) training hours

### COURSE CONTENTS

<b>Day 1</b>	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
<b>Day 2</b>	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan
<b>Day 3</b>	Module 5: Monitoring my Individual Progress Closing Program