



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Advisory No. **173** s. 2023  
June 2, 2023

**JUN 07 2023**

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.depedmuntinlupa.ph](http://www.depedmuntinlupa.ph))


**LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL SERIES**

Attached is DepEd NCR Advisory No. 181, s. 2023 dated May 29, 2023 on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.

For those who are interested you may contact the Center for Human Research & Development Foundation Inc. for more information.

Participation of public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd order No. 9, s. 2005 entitled Instituting Measures to increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Moreover, schools are reminded of the "No Collection and No Selling of Tickets Policy" stipulated in DepEd Order Nos. 19 and 40, s. 2008 and RA Nos. 4206 and 5546.

  
**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

MMP/NAV/LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL SERIES

173 /JUNE 2, 2023

AD-2023-173



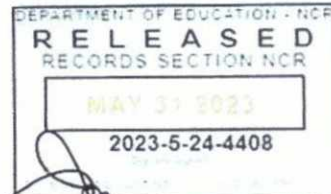
Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
(02) 805-9935, (02) 805 - 9940  
[sdomuntinlupa@gmail.com](mailto:sdomuntinlupa@gmail.com)



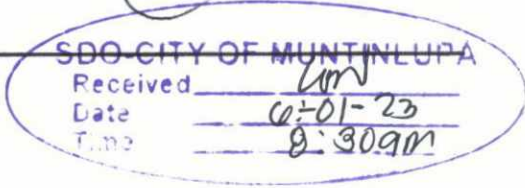
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**LEARNING PATHWAYS FOR NON TEACHING PERSONNEL SERIES**

Attached is a letter dated May 24, 2023 of Jeffrey M. Mayor, LPT, Program Director, CHRDF, Inc., regarding the invitation to non-teaching personnel to attend the Learning Pathways for Non-Teaching Personnel Training Series on different dates and venues.

Participation of public and private schools shall be subject to the **no disruption of classes policy** stipulated in DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith* and the **no collection policy** as stated in Section 3 of Republic Act No. 5546, An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project of Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law).

For information, contact:  
Jeffrey M. Mayor, LPT  
Program Director, CHRDF Inc.  
Email: [chrd.inc@gmail.com](mailto:chrd.inc@gmail.com)  
Mobile no.: 0998-9925601

Incl.:  
As stated



Misamis St., Bago Bantay, Quezon  
City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)

Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	01.26.23	Page	1 of 1

**Center for Human Research & Development Foundation Inc.**

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



May 24, 2023

**The Office of the Regional Director**  
Department of Education

Dear Sir/ Madam:

Greetings in the name of transformative education!

Since 1994, the Center for Human Research and Development Foundation Inc. as a non-stock and non-profit organization collaborated to various community stakeholders in providing high quality and relevant learning and development programs. As the new year begins, we have designed year-long professional development programs for non-teaching personnel. We are well aware on the various steps carried out by the Department of Education to improve the education over the years. We are one in lauding and celebrating all these unwavering efforts and achievements.

As an authorized NEAP learning service provider and official partner of DepEd in professional training for teachers and school leaders, we would like to extend our programs for the non-teaching personnel. We develop the **LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**. This will be a 5 batches of training and development programs designed for the office workers in educational settings. We strongly believe in the power of training and development as manifestation of U.N. SDG 4- Education, specifically on providing opportunities for lifelong learning to keep every initiatives and reforms in the public school system running.

For an organization to be effective and be able to deliver its intended outcomes, its workforce needs to be skilled, competent and confident. Across all sectors, it means that they are subject to continual change, especially in the Volatile, Uncertain, Complex, and Ambiguous (VUCA) world that we are living. The pandemic is a real game changer. The non-teaching employees' competence requires enhancement and operate by being flexible, agile and continually evolving.

The programs we prepared is consistent to DepEd Order no. 32, s. 2011 or Policies and Guidelines on Training and Development (T&D) Programs and Activities and DepEd Order no. 40 s. 2020 or Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic.

<b><i>Title of program</i></b>	<b><i>Date of Conduct</i></b>	<b><i>Venue</i></b>
International Seminar Workshop on Effective Work Management for Non-Teaching Personnel	June 9- 11, 2023 September 15-17, 2023	Zoom App & U.P. Diliman Quezon City



National Seminar Workshop on Enhancing Competencies and Capabilities of Non-Teaching Personnel	August 18-21, 2023	Purely online
International Seminar Workshop on SDG4 Education for Non-Teaching Personnel as Lifelong Learners	November 25, 26 & 30, 2023	Baguio City (Blended)
International Seminar Workshop on Strategic Leadership and Management for Human Resource Professionals in Educational Settings	December 6-8, 2023	Baguio City (Onsite)

With this, I together with the officers of our organization will be very grateful and honored if your good office can help us disseminate information about the abovementioned learning events to all interested parties through an advisory.

For any questions, you may contact us at 09989925601 (text only) or email me at [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) for complete details such as registration fee and program details.

Thank you and we look forward to serving you.

Sincerely yours,

**Mr. Jeffrey M. Mayor, LPT**  
Program Director, CHRDF Inc.

## LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES



### **Program description:**

This program has been designed for all non-teaching personnel who are responsible in providing technical support in the effective delivery and implementation of Basic Education Development Plan 2030. This will be a series of interrelated seminar-workshops that aims to provide opportunities for upskilling and retooling of the allied services personnel in DepEd such as planning officer, human resource management officers, accountants, cashiers, librarians, office clerks, secretaries, admin officers and other support personnel.

The focus of the various training programs are the identified core behavioral competencies based on evidenced-based practices here and abroad. Meaningful guidance and skills will be provided so that the participants may be able to attain or exceed objectives with intended learning outcomes together with other members of their organization.

### **Program objectives:**

By the end of each seminar- workshop, participants will be able to:

- Enumerate the expectations of administrators for all academic support staff;
- Provide opportunity for benchmarking;
- Apply critical steps for effective planning and project implementation;
- Explain the value of establishing and maintaining work relations;
- Implement guidelines for work innovation and managing change;
- Apply the critical steps for high quality decision-making; and;
- Conduct effective meeting using the required guidelines

### **Program highlights:**

- Meet and learn from industry practitioners
- Enhancement of professional portfolio
- Gain in-depth knowledge about adult learning, leadership and work management
- Participate in workshops to acquire high relevant skills



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**Department of Education**  
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Advisory No. 179, s. 2023  
May 26, 2023

In compliance with DepEd Order No. 8, s. 2013  
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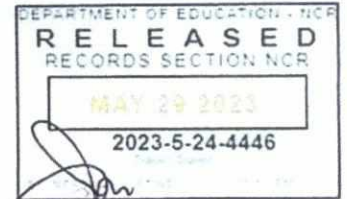
**LEARNIG PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**

In reference to the attached request letter of Mr. Jeffrey M. Mayor, Program Director of the Center for Human Research & Development Foundation Inc. (CHRDF), the field is informed of the conduct of the above-captioned subject.

The complete details are provided in the attached letter. For more information, you may contact CHRDF at mobile no. 09989925601 or email [chrdf.ncr@gmail.com](mailto:chrdf.ncr@gmail.com).

This is issued for information purposes and not an endorsement of the activity.





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

May 26, 2023

**MR. JEFFREY M. MAYOR, LPT**

Program Director of the Center for Human Research & Development Foundation Inc.  
 7-B Cavite St., Brgy. Paltok West Ave.  
 Quezon City

**Dear Mr. Mayor:**

This is to acknowledge receipt of your letter dated May 24, 2023, seeking assistance in disseminating information on the conduct of the learning events.

In granting your request, we will issue an advisory.

Thank you very much.

Very truly yours,

  
**WILFREDO E. CABRAL, CESO III**  
 Regional Director





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**Center for Human Research & Development Foundation Inc.**  
 7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines



May 24, 2023

The Office of the Regional Director  
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Title of program	Date of Conduct	Venue
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Tels.: (632) 3719083 (632) 3321114 Email: [chrdf.inc@gmail.com](mailto:chrdf.inc@gmail.com) Website: [www.chrdf.com.ph](http://www.chrdf.com.ph)  
 NEAP LSP-2020-0035-1116 & CPD Accreditation no. PTR-2020-040



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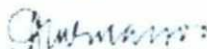


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 Program Director, CHRDF Inc.

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**LEARNING PATHWAYS FOR NON-TEACHING PERSONNEL TRAINING SERIES**



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