



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Advisory No. **198**, s. 2023
 June 6, 2023

In compliance with DepEd Order 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.
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3-DAY NATIONAL SEMINAR WORKSHOP

The Philippine Continuing Professional Development Training Center will be conducting a 3-day National Seminar Workshop on e-Personnel and Leadership 5.0 for Human Resource, Records and Office Personnel on September 8 to 10, 2023 at La Carmela de Boracay, Beachfront, Station 2, Balabag, Boracay Island, Malay Aklan to be participated by **non-teaching personnel**.

Complete details are provided in the attached letter.

For more information, please contact:

For more information, please contact:

JACKBERT MENDOZA, DEM
 Deputy Executive Training Director
 0917-805-3370
 Inquiry.pcpd@gmail.com

Encl.: As stated





PHILIPPINE CONTINUING
PROFESSIONAL DEVELOPMENT

DepEd Training Center

DepEd NEAP Authorization Number: 004-2021-0000-0000

PRC Accreditation Number: 416-2018-0000

SEC Registration Number: 0120011-0000

TIN Number: 012-002 575-000

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Date: **June 2, 2023**

To: **WILFREDO E. CABRAL, CESO III**
Regional Director
Department of Education, NCR

Subject: **3-DAY NATIONAL SEMINAR-WORKSHOP ON E-PERSONNEL AND LEADERSHIP 5.0 FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT AND ADMINISTRATION ON SPETEMBER 8-10, 2023**

Dear Sir/Madam:

Peace and good health be unto you!

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. As such, it is but imperative that in the advent of technological advancement with the emerging models, approaches, tools, frameworks, and other social constructs that adaptation through 21st century skills training be the course taken by professionals working as a human resource, records, and office personnel and teachers as well.

To contribute to professionals "lifelong learning" through the MATATAG Agenda of DepEd, PCPD Training Center, Inc. will conduct a **3-day National Seminar-Workshop on e-Personnel and Leadership 5.0 for Human Resource, Records, and Office Personnel** anchored on the theme, *"e-Personnel and Leadership 5.0: An Innovative and Transformative 21st Century Managerial and Administrative Skills"*. The details are stipulated as follows:

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 21st Century Managerial and Administrative Skills"*

Venue: La Carmela de Boracay, Beachfront, Station 2, Balabag, Boracay Island, Malay, Aklan

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 21st 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 21st century through leadership 5.0.



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



PHILIPPINE CONTINUING PROFESSIONAL DEVELOPMENT TRAINING CENTER

DepEd-NEAP Authorization Number: DEP-0001-000-0000
PRC Accreditation Number: RTR-2019-011
SEC Registration Number: SEC01910940
TIN Number: 007-0021959-000

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	<p>Skills for Human Resource, Records, and Office Personnel, and</p> <p>4. Utilize e-Governance and the Social Media Platforms for effective 21st century communication skills among human resource, records, and office personnel.</p>		
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The registration fee will cover the expenses needed to conduct the program like venue, resource persons, staff and facilitators, travel expenses of speakers and staff, certificates, kit, lunch, AM/PM snacks, materials for workshops, and other expenses.

REGISTRATION FEE
Php 6, 500. 00 (Early Bird Group of 5 Registration)
Php 7, 000. 00 (Early Bird Individual Registration)
Php 7, 500. 00 (Regular Registration)

For this reason, the undersigned would like to request for an **ADVISORY OR MEMORANDUM** to inform interested individuals within your jurisdiction in a **VOLUNTARY BASIS**.

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.