



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

JAN 06 2026

Advisory No. 002, s. 2026

January 6, 2026

This advisory is issued for the information of DepEd Officials,
Personnel/Staff, as well the concerned public

**3-DAY ONLINE SEMINAR ON BOOSTING EMPLOYEE PRODUCTIVITY
THROUGH VALUES FORMATION**

Attached is a letter from Ms. Maria Charito Clanor-Licuanan, MAEd, Program Manager dated December 27, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

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.

IMR/ 3-DAY ONLINE SEMINAR ON BOOSTING EMPLOYEE PRODUCTIVITY THROUGH VALUES FORMATION
002 / JANUARY 6, 2026

AD-2026-002



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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002



December 27, 2025

DR. VIOLETA M. GONZALES
Schools Division Superintendent
Schools Division of Muntinlupa City
Centennial Avenue, Laguerta, Barangay
Tunasan, Muntinlupa City

Dear **Dr. Gonzales:**

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	Registration Link	Registration Deadline
February 25-27, 2026	https://tinyurl.com/VF-NCR-R3	February 16, 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 / 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



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

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



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

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

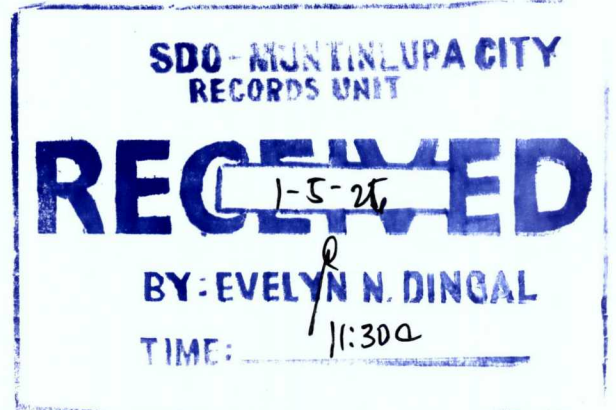
2 messages

admin@arczoneprofdev.com <admin@arczoneprofdev.com>
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Sat, Dec 27, 2025 at 2:47 PM

December 27, 2025

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Program Manager

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