



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN


03 March 2023

Division Memorandum
No. 080, s. 2023

**INTERNATIONAL SEMINAR WORKSHOP ON CONTINUOUS BUILDING OF COMPETENCE
FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned

1. The is to announce the conduct of the International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel to be facilitated by Center for Human Research & Development Foundation (CHRDF) Inc. in partnership with the Human Resource Development Unit (HRDU) on April 3 – 5, 2023 via Zoom platform. This is in compliance with the Program Support for the Organizational & Professional Development For Non-Teaching Personnel (OPDNTP) in accordance with Regional Memorandum No. 063 s.2023 articulating the Downloading of the 2023 OPDNTP Program Support Funds (PSF) to SDOs and the conduct of different Learning and Development (L&D) interventions.
2. This online training for all Administrative Officers II of SDO Bulacan aims to establish the following objectives:
 - a) Understand the vital importance of change and innovation in the organization;
 - b) Understand the value of satisfying clients and your role in achieving service excellence;
 - c) Commit to develop a Customer First mindset and customer-focused behaviors;
 - d) Identify different customer types and interact appropriately with them;
 - e) Gain in-depth understanding on applicable UN SDGs in your work setting;
 - f) Recognize the importance of proactively promoting principles on child friendly school; and
 - g) Develop an action plan based on the different topics discussed in every session
3. Enclosure no. 1 contains the course training matrix and dates of the courses.
4. The participants are requested to register in this link <https://bit.ly/PreRegHRDTrainingNT043452023> using their DepEd email on or before March 24, 2023
5. CHRDF will verify the list of the participants and will coordinate with the SDO focal person. After verification, a welcome email containing the matrix of activities along with the log in credentials to the Learning Management System (LMS) will be sent to the participants 1-2 days prior to the schedule of the training.
6. Expenses to be incurred in the conduct of the said activity shall be charged against OPDNTP fund 2023 and subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


ROWENA T. QUIMBAO, CESE
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Enclosure 1 to Division Memorandum No. ____080____, s. 2022

TRAINING COURSE MATRIX

(Day 1)

9:00 A.M.	Log-In to Zoom App
9:15	Opening program, orientation and perspective settings Introduction of the speaker
10:00	Session 1: Change and Innovation in the Workplace Dr. Leah S. Corpuz, LASC Learning Solutions
12:00 P.M.	Lunch break
1:45	Log-In to Zoom App
2:00	Session 2: Relational Problem Solving at Work Mr. Bon Doblaz, RMP, CHR, CLDP
4:00	Assessment task no. 1
5:00	End of day 1

(Day 2)

8:30 A.M.	Log-in to Zoom App
9:00	Preliminaries and Introduction of the speaker
	Session 3: UN SDG In Action: Making the Workplace Sustainable Dr. Elenita Que, University of the Philippines Diliman
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
2:00	Session 4: Role of Academic Support Staff in Child Friendly School Mr. Jeffrey M. Mayor, CHRDF Inc. Program Director
4:00	Assessment task no. 2
5:00	End of day 2

(Day 3)

8:30 A.M.	Log-in to Zoom App
9:00	Preliminaries and Introduction of the speaker
	Session 5: The Essentials of Customer Service Mr. Adrian V. Legazpi Training Manager for Design, SM Retail Inc.
11:00	Post-assessment
11:30	Closing program and evaluation
12:00 P.M.	End of the seminar-workshop



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