



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Division Advisory No. 046 s. 2025
March 26, 2025

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 Division of Aklan
officials and personnel/staff.

Attached is a letter from **Mr. Jeffrey M. Mayor, LPT, CLDP, Executive Director and Conference Convenor of Philippine Educators for Professional Development Inc.** regarding the Professional Development program for Non-Teaching Personnel, titled “International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management”, which is self-explanatory.

For more information and verification, contact:

Mr. Jeffrey M. Mayor, LPT, CLDP,
Executive Director and Conference Convenor of
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Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Date: February 25, 2025

To: School Librarians, Clerk, Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers and All Non-Teaching Personnel from Public and Private Institutions

Re: **International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management**
March 15, 16 and 22, 2025 via Zoom App (Purely online)

Dear Sir and Madam:

We are pleased to extend this formal invitation to you and your esteemed institution to participate in this capacity building and professional development activity intended for non-teaching personnel. This learning event aims to enhance the skills and competencies of non-teaching staff especially in the areas of leadership, quality management systems, and office management practices that align with the latest international standards. Although this seminar targets non-teaching personnel, it contributes to the overall empowerment of the educational workforce. By strengthening the leadership and management skills of non-teaching staff, we ensure better support for our teachers and more efficient day-to-day operations within the school system.

This seminar-workshop is part of the ongoing efforts to provide professional development opportunities for non-teaching personnel in accordance with the Department of Education (DepEd) issuances. In particular, we refer to DepEd Order No. 39, s. 2017, which mandates the continuous professional development of non-teaching personnel, as well as DepEd Memorandum No. 43, s. 2019, that emphasizes the importance of skills training in leadership, office management, and organizational quality.

We are confident that this seminar will provide valuable knowledge and skills that will contribute significantly to DepEd's ongoing initiatives to enhance the Philippine education system. We kindly request the participation of your non-teaching personnel in this transformative activity.

Thank you and see you there!

Sincerely yours,

Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director and Conference Convenor



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records and Office Management

March 15, 16 and 22, 2025 via Zoom App

Program of Activities (Training Matrix)

March 15, 2025

8:00 A.M.	Log-in to Zoom App
8:30	Opening Program and Orientation
9:00	Session 1: Records Management
10:15	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30	Log-in to Zoom App
2:00	Session 2: ISO 21001:2018 ISO for Educational Institutions
3:30	Health break
4:00	Asynchronous task
5:00	End of day 1

March 16, 2025

8:00 A.M.	Log-in to Zoom App
8:30	Preliminaries/ Recap
9:00	Session 3: Quality Management
10:15	Health break
10:30	Continuation of session
12:00 P.M.	Lunch break
1:30	Log-in to Zoom App
2:00	Session 4: Office Management
3:30	Health break
4:00	Asynchronous task
5:00	End of day 2

March 22, 2025

8:00 A.M.	Log-in to Zoom App
8:30	Preliminaries/ Recap
9:00	Session 5: Leadership in the Workplace
10:15	Health break
11:00	Continuation of session
11:30	Closing program and awarding of certificates
12:00 P.M.	Lunch break
1:30	Log-in to Zoom App
2:00	Session 6: Strength based Approach
3:30	Health break
4:00	Closing program and awarding of certificates
5:00	End of the seminar workshop

Registration process:

Early registration until March 12, 2025 ₱1,199 per head
Group rate until March 10, 2025 ₱999 per head minimum of 5 pax
Regular registration from March 13-15, 2025 ₱1,349 per head

Pay using GCash 09989925601 (J*****Y M.)

Inclusion: Access to training, certificates and e-handouts

Please use this form to register and submit your proof of payment https://bit.ly/PEPD_NTP

For inquiries, please email us at phedpd.inc@gmail.com.