Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2022- 249

TO : Assistant Schools Division Superintendent
   Chief Education Supervisor-CID
   Chief Education Supervisor-SGOD
   Administrative Officer V
   Division Education Program Supervisors
   All SDO Personnel
   All School-based Non-teaching Personnel

FROM : Office of the Schools Division Superintendent

SUBJECT : International Conference on Professional Learning for Non-Teaching
      Personnel

DATE : July 06, 2022

1. This Office, in partnership with the Center for Human Research and Development Foundation, Inc. (CHRDF, Inc.), is inviting all non-teaching personnel in the Division to attend an incoming professional development program titled, "International Conference on Professional Learning for Non-Teaching Personnel. This conference is designed for non-teaching personnel to assess their development requirements, address their competency gaps and upskill them based on the needs and demands of the organization.

2. Enclosed to this Division Memorandum are the pertinent documents about the said conference.

3. Should there be concerns and queries, kindly contact or message the Human Resource Development with Planning and Research unit personnel (Dr. Diana Marie G. Oiguan, Mr. Keith V. Garcia, and Miss Precious Joy R. Gameng).

4. For your information, guidance, widest dissemination, and strict compliance.

LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

cash & property -
Pccts e Budget -

With hundred reasons to serve!

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telefax Number: (075) 205 - 0644
Website: depedalaminoscity.com
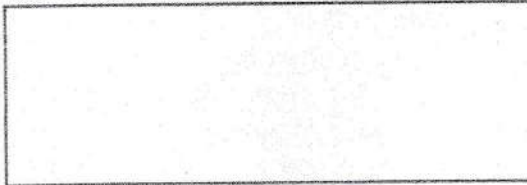Email Address: alaminos.city@deped.gov.ph

June 13, 2022

Dear _____:

In compliance with 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, the Center for Human Research and Development Foundation Inc. would like to invite your non-teaching personnel to our incoming professional development program designed for them. Thus we organized the **International Conference on Professional Learning for Non-Teaching Personnel.** This conference is designed to better understand Competency-Based Learning and Development Program (CBLDP) and how it directly addresses the problem of competency gaps. It operates under the competency-based L&D framework, an approach that uses competencies as the standards against which employee development needs are assessed and priorities are set against the need of the organization.

This conference will be done in hybrid modality. Options for in-person and online participation will be made available. Venue for the in-person training will be announced soon.

Batch 1	July 16, 17 & 23, 2022	Purely Online via Zoom
Batch 2 (reconduct)	September 3, 4 &, 10, 2022	Hybrid (Online and In-person)
Batch 3 (integration)	October 22, 23 & 29, 2022	Hybrid (Online and In-person)
Batch 4 (reconduct)	Nov. 26, 27 & Dec. 3, 2022	Hybrid (Online and In-person)

Attached here with are program rationale, objectives, sub-topics, brief description, L&D competencies, time, registration rates, fee inclusion and payment process. Interested participants may email us at chrdf.inc@gmail.com for complete details. Thank you.

Sincerely yours,

Ms. Virginia P. Gapuz
President

Training/ Professional Development Program			
I. Program Title	(1) Personality and Job Competency Assessment and Enhancement Program; and (2) Gender Sensitivity Training		
II. Venue	To be announced		
III. Training duration	3 days	IV. Training hours	24
V. Target Participants	Non-teaching personnel		
VI. Rationale	An important aspect of employee performance management is understanding the core competencies necessary for the role and the way the employee's competencies match up. Some of these required skills will come naturally to the employee, others will require a bit of nurturing in order to further develop them. When coaching your employees, consider how the critical and supporting competencies factor into their existing skill sets. Take the time to understand how their skillset and work style come together, how that affects the way they work, and then use that information to build your performance plan around responsibilities and competency requirements – rather than task-based coaching. The result is a focused, individualized performance management strategy that evaluates strengths and opportunities and can anticipate obstacles before they're met.		
VII. Objectives	After the program, the participants are expected to: 1. Clarify one's values, goals and priorities towards professional high-performance and organizational success; 2. Enhance work and life balance to sustain high-performance organization; 3. Strengthen commitment to gender sensitive workplace by putting into practice gender mainstreaming practices; 4. Introduce corporate learning and how building a learning culture helps in promoting high-performance and how to overcome challenges in the workplace; and 5. Promote Ethics, Integrity, and Accountability for Good Governance		
VIII. Theme and Course Outline (Batch 1 & 2)	Theme: _Competencies for High Performing Non-Teaching Personnel and Civil Servant_ **1. Improving Your Personal Effectiveness At Work** This session aims to help participants clarify their values, goals and priorities in order to know what skills they need to grow to achieve their goals to decide how to apply their skills and invest their time and effort to become more personally effective.		

2. Competency-Based Learning And Development Management System

Even though Competency-Based Training (CBT) is a concept that has been around for decades, it has only recently gained mainstream attention for both its effectiveness and ability to create competitive advantage through human talent. Many organizations claim to have fully implemented competency-based training models, but the reality is that few do it successfully. In this session, the participants will be led to explore what they need to know to create a successful CBT program, develop talent, and exceed organizational targets.

3. Safe Spaces: Honoring Gender and Sexuality in the Workplace

In this virtual training, learn about creating safe, inclusive spaces at work, school, and in your community. Gain an understanding of key terms surrounding safe spaces and LGBTQIA+ while exploring your own identity and become more self-aware.

4. Promoting Learning Culture in the Workplace

The constant need for change and adaptation in the business world creates heavy demands on corporate learning and building a learning culture. In this session, participants will learn tips to help them develop their organization's learning culture. Through research, their own learning culture, and their experiences with their clients will help them choose the right tools to implement change, along with tips to get all stakeholders interested in the learning experience.

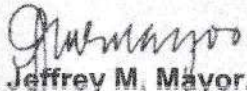### 5. Creating Positive Costumer Experience in Hybrid Work Environment

Providing an excellent customer experience requires thoughtfulness, tact, and the willingness to look at every interaction from the customer's point of view. In this session, participants will have a walk through on how to create a positive customer experience. It explains how to understand your customer's end-to-end experience, or customer journey, and goes over the steps to build an effective customer experience strategy. It will include advice on understanding customer expectations and key moments you can optimize in the customer journey.

6. Ethics, Integrity, and Accountability for Good Governance

This session is designed to impart knowledge and wisdom in light of the highest standards of ethics are embodied in Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public

	Officials and Employees. RA 6713. These norms of conduct govern the principle of ethics for the *4ingcod bayani* who works in an environment where corruption thrives. The same norms promote the idea that even in the smallest of matters, a *4ingcod bayani* should be able to withstand temptation, reject mediocrity, and protect his or her integrity.
Batch 3 & 4	Theme: *Adaptability in the Workplace: How To Keep the Change* **A. Lifelong Learning: The Value of Continued Education** This session is designed to understand how lifelong learning benefits a person's personal and professional growth. The participants will be asked to create a personal development plan. **B. The PERMA Model: Strategies for Promoting Workplace Flourishing** Workplace happiness and well-being have received increasing attention, as organizations strive to address the challenges associated with employee stress and burnout. This session aims to introduce Seligman's PERMA framework that provides an accessible tool for reflecting upon and establishing practices to help ourselves and others thrive. **C. Navigating Crisis Management in the Workplace** Crisis is inevitable; it's not a matter of if, but when. Leaders have an important role to play in crisis management. In this session, participants will be introduced to the crisis management cycle and will be asked to apply this cycle in their respective work areas. **D. Improving Your Computer Literacy** This session is intended to provide guidance as to what computer skills non-teaching personnel should know and be able to do independently at various levels (basic, intermediate, proficient) with specific types of software applications to enable them to access, manage, integrate, evaluate, create and communicate information. **E. Building Effective Teams and Teamwork** This session aims to develop and enhance team leadership skills of supervisors towards diagnosing and facilitating team development. It is designed to build high performance teams, facilitate team leadership and foster effective team membership. **F. Celebration of Professional Development** Participants will present their output based on the competencies of the training 1 or 2 - *Competencies for High Performing Non-Teaching Personnel and Civil Servant*

IX. Program of activities	Day 1	Day 2
	8:15 A.M. Log-in to Zoom App 8:20 Opening Program and Orientation 8:30 Perspective Setting 9:00 Session 1 10:30 Health break 10:45 Workshop 12:00 P.M. Lunch break 1:50 Log-in to Zoom App 2:00 Session 2 3:30 Individual activity 4:00 End of day 1	8:50 A.M. Log-in to Zoom App 9:00 Session 3 10:30 Health break 10:45 Workshop 12:00 P.M. Lunch break 1:50 Log-in to Zoom App 2:00 Session 4 3:30 Individual activity 4:00 End of day 2
	Day 3 8:50 A.M. Log-in to Zoom App 9:00 Session 5 10:30 Health break 10:45 Workshop 12:00 P.M. Lunch break 1:50 Log-in to Zoom App 2:00 Session 6 3:30 Individual activity 4:00 End of the seminar-workshop	
X. Methodology	Interactive discussion, online post-lecture assessment using one minute paper, professional development and personal action plan	
XI. Assessment	CHRDF Inc. in coordination with DEPED SDO Bulacan shall conduct post module assessment and overall program evaluation based on the participants' and training staff's feedbacks who are involved in the Training Program. The evaluation results will be submitted to DEPED SDO Bulacan.	
XII. Budget	Group registration: ₱1,149.00 per head (minimum of 3 pax) Individual early registration: ₱1, 299.00 To avail the rates above, please pay on or before the dates below: Batch 1 July 11, 2022 Batch 2 September 27, 2022 Batch 3 October 17, 2022 After the dates above, pay ₱1, 499.00 for each scheduled batches	
XIII. Registration	G-Cash/ Paymaya (Please use SEND MONEY TO BANK option & NOT express send) or Over-the-counter payment Please use the details below: For surname put Foundation Bank name: Metropolitan Bank Trust Company (Metrobank) Account name: CHRDF Inc.	

Savings Account no.: 473-3-47312516-2

Bank name: Asia United Bank (AUB)
Account name: CHRDF Inc.
Savings Account no.: 538-01-000060-8

or Palawan Express (Send Money Form)
Receiver: Virginia P. Gapuz Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at chrdf.inc@gmail.com with subject NTP22 B1 and in the body complete name and organization/ name and address of school.

Prepared by:

Mr. Jeffrey M. Mayor, LPT
Program Director