



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Advisory No. 149, s. 2025
November 28, 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 officials,
personnel/staff, as well as the concerned public.
(Visit deped.in/region8.deped.gov.ph)

**INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY
DEVELOPMENT FOR NON-TEACHING PERSONNEL**

Attached is a communication from Mr. Jeffrey M. Mayor, Executive Director, Philippine Educators for Professional Development Inc. (PEPD), regarding the International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education to be conducted in three batches.

This activity aims to (a) demonstrate awareness of ethical standards and accountability; (b) apply AI and digital productivity tools to improve office workflow; (c) strengthen media and information literacy in managing communication and data; (d) practice effective conflict management and team collaboration; and (e) apply principles of disaster preparedness, resilience in the office, and school operations.

PEPD invites interested non-teaching personnel to join the activity.

Participation of both public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

More information may be inquired from:

JEFFREY M. MAYOR, LPT, MBA, CLDP

Executive Director

Philippine Educators for Professional Development Inc.

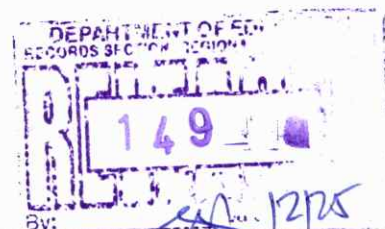
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Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-RVR

Handwritten initials



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Request for Regional Advisory

Philippine Educators for Professional Development <phedpd.inc@gmail.com>

To: Philippine Educators for Professional Development <phedpd.inc@gmail.com>

Bcc: region8@deped.gov.ph

DEPARTMENT OF EDUCATION	
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DATE: <u>11-26-25</u> Nov 26, 2025 at 9:12 AM	
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SIGNATURE: <u>[Signature]</u>	

Good day! I hope all is well with you.

This is to inform you that your Advisory request titled **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education** has been approved and published on the DepEd website on November 24, 2025.

With this, we would like to request for a regional advisory to disseminate this information to interested participants from your regional office and SDOs.

You may view or download the **Advisory No. 235, s. 2025** through this link:

International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education

<https://www.deped.gov.ph/2025/11/25/november-24-2025-advisory-235-s-2025-international-seminar-workshop-on-skills-building-and-capacity-development-for-non-teaching-personnel-strengthening-administrative-efficiency-and-ser/>

Thank you.

Mr. Jeffrey M. Mayor, LPT, MBA, CLDP

Executive Director

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Advisory No. **235**, s. 2025

November 24, 2025

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INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY
DEVELOPMENT FOR NONTEACHING PERSONNEL

The Philippine Educators for Professional Development Inc. (PEPD) invites nonteaching personnel and administrative staff to its International Seminar-Workshop on Skills Building and Capacity Development for Nonteaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education. This is with the theme, Enhancing Work Productivity and Administrative Competence: Developing 5Cs–Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.

The seminar aims to

1. demonstrate awareness of ethical standards and accountability in public service,
2. apply AI and digital productivity tools to improve office workflow,
3. strengthen media and information literacy in managing communication and data,
4. practice effective conflict management and team collaboration, and
5. apply principles of disaster preparedness, resilience in the office, and school operations.

The seminar will be conducted in three batches:

Date	Venue
January 9–11, 2026	Girl Scouts of the Philippines, Ating Tahanan Training Program, Baguio City
May 1–3, 2026	Western Philippines University, Puerto Princesa City
August 21–23, 2026	Zoom Conferencing System

Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546 also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

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