



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**ADVISORY NO. 5, s. 2025**

In compliance with DepEd Order (DO) No. 8, s. 2013  
The 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.

**INVITATION OF THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES TO  
THE IN-PERSON TRAINING PROGRAMS**

This is in reference to DepEd RO1 Advisory No. 24, s. 2025 on the two-day in person training program to be conducted by the Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines (PUP) at the PUP Sta. Mesa Campus on March 20-21, 2025.

The training program with the theme "Beyond the Desk: Mastering Modern Office Management" is designed to equip professionals with the essential skills and knowledge to excel in modern office management.

Target participants include all interested professionals (teaching and non-teaching personnel). There will be a training fee of P4,000.00 per participant which may be charged to MOOE or other local funds subject to the approval of the respective authorities, upon the availability, and adherence to the usual accounting rules and regulations.

Please be reminded that the participation to the above-mentioned activity shall be voluntary in nature in accordance to DepEd Memorandum 12, s. 2023 or the *Moratorium on the Implementation of DepEd Order No. 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders)* issued on March 2, 2023.

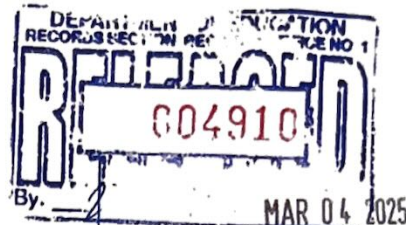
Attached is the approved Advisory from DepEd RO1 of Dr. Desserie Maynes-Blanco, Director of ICPD.

SGOD/pgt/ADV\_PUP  
March 6, 2025





Republic of the Philippines  
**Department of Education**  
REGION I



Advisory No. 24, s. 2025

MAR 04 2025

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**INVITATION OF THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES TO  
THE IN-PERSON TRAINING PROGRAMS**

The Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines (PUP) will conduct a two-day in person training program at the PUP Sta. Mesa Campus on March 20-21, 2025.

The training program with the theme "Beyond the Desk: Mastering Modern Office Management" is designed to equip professionals with the essential skills and knowledge to excel in modern office management.

Target participants include all interested professionals (teaching and non-teaching personnel). There will be a training fee of P4,000.00 per participant which may be charged to MOOE or other local funds subject to the approval of the respective authorities, upon the availability, and adherence to the usual accounting rules and regulations.

**Attendance of the participants shall be VOLUNTARY** in accordance with the DepEd Memorandum 12, s. 2023 or the *Moratorium on the Implementation of DepEd Order No. 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders)* issued on March 2, 2023.

For registration and other queries, please contact:

DR. DESSERIE MAYNES-BLANCO

ICPD Director

Contact numbers.: (02) 335-1787/ 335-1777 local 251

HRDD/aac/ADV\_PUP  
March 3, 2025



DepEd RO1



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Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I [region1@deped.gov.ph](mailto:region1@deped.gov.ph)  
[www.depedregion1.com](http://www.depedregion1.com)

