



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

**ADVISORY NO. 7, 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.

**INTERNATIONAL SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL ON  
LEADERSHIP, ISO 21001:2018, QUALITY, RECORDS, AND OFFICE  
MANAGEMENT**

This is in reference to DepEd RO1 Advisory No. 27, s. 2025 on the International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records, and Office Management to be conducted by the Philippine Educators for Professional Development, Inc. (PHEDPI) on March 15, 16, and 22, 2025 via Zoom Application.

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. Attached is the Training Matrix for reference.

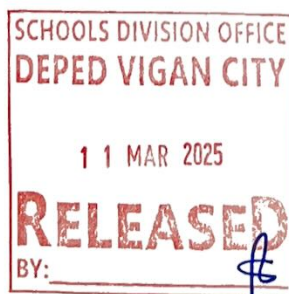
Target participants are non-teaching including School Librarians, Clerk, Administrative Officers, Project Development Officers, Human Resource Officers, Finance personnel, Information Officers and other non-teaching personnel from Public and Private Institutions. **Attendance of all interested participants is VOLUNTARY.**

Registration fee 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.

Attached is the approved Advisory No. 27, s. 2025 for reference.

SGOD/pgt/ADV\_PHEDPI  
March 10, 2025

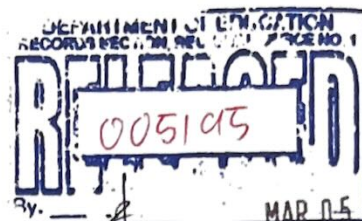
*for the SDC, M, G*  
*KTA*



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



Advisory No. 27, s. 2025

MAR 05 2025

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**INTERNATIONAL SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL ON  
 LEADERSHIP, ISO 21001:2018, QUALITY, RECORDS,  
 AND OFFICE MANAGEMENT**

The Philippine Educators for Professional Development, Inc. will be conducting the International Seminar Workshop for Non-Teaching Personnel on Leadership, ISO 21001:2018, Quality, Records, and Office Management via Zoom Application on March 15, 16, and 22, 2025.

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. Attached is the Training Matrix for reference.

Target participants include non-teaching include School Librarians, Clerk, Administrative Officers, Project Development Officers, Human Resource Officers, Finance personnel, Information Officers and other non-teaching personnel from Public and Private Institutions. **Attendance of all interested participants is VOLUNTARY.**

Registration fee 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.

For queries and registration details, please contact:

MR. JEFFREY M. MAYOR, LPT, CLDP  
 Executive Director and Conference Convenor  
 Contact Number: 0998-992-5601  
 E-mail: [phedpd.inc@gmail.com](mailto:phedpd.inc@gmail.com)

HRDD/aac/ADV\_PHEDPI  
 March 5, 2025

*only for  
part 2*



*26*



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[www.denedregion1.com](http://www.denedregion1.com)







## 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: <b>Records Management</b>
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: <b>ISO 21001:2018 ISO for Educational Institutions</b>
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: <b>Quality Management</b>
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: <b>Office Management</b>
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: <b>Leadership in the Workplace</b>
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: <b>Strength based Approach</b>
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](https://bit.ly/PEPD_NTP)

For inquiries, please email us at [phedpd.inc@gmail.com](mailto:phedpd.inc@gmail.com).