



2510-2538

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

Advisory No. 155, s. 2025

October 28, 2025

In compliance with DepEd Order (DO) No. 8, s. 2023  
This advisory is issued not for endorsement per DO No. 28, s. 2001,  
But only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public.

**ARCZONE SEMINAR-WORKSHOP ON VALUES FORMATION**

The Arczone Professional Development Inc. informs the resumption of their Civil Service Commission-Accredited Seminar-Workshop titled, *"Boosting Employee Productivity through Values Formation"* on **November 25-27, 2025** via **Zoom Meeting**.

This transformative 3-day training program is open to government officials and employees who wish to enhance workplace productivity and strengthen core public service values. The objectives of the said program are:

- Identify significant personal and family values that motivate them for better work productivity and performance.
- Identify significant values of their organization that boost work productivity and enhance performance.
- Relate their personal and family values with the values of the organization.
- Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
- Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

For interested participants, register at <https://tinyurl.com/VF-R1-R2-CAR>. Deadline of registration will be on **November 11, 2025**. There shall be a registration fee of **Php 3,800.00** per participant. A Certificate of Completion with 24 training hours will be issued to each participant.

Participation shall be on **VOLUNTARY** basis and in strict compliance with the provisions of DepEd Order No. 12, s. 2025 titled *"Multi-Year Implementing Guidelines on the School Calendar and Activities"* and DepEd Order No. 9, s. 2005 titled *"Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith"*.

For the course content and activities, see attached invitation letter for reference.

For more information and inquiries, please contact:

**MARIA CHARITO CLANOR-LICUANAN**, Program Manager  
ARCZONE Professional Development Inc.

Mobile/Telephone: 0921-576-1676/(02) 7900-5176/7007-8799

Email: [arczone\\_eduphil@yahoo.com](mailto:arczone_eduphil@yahoo.com) / [admin@arczoneprofdev.com](mailto:admin@arczoneprofdev.com) 209 OCT 2025

SGOD/Research/aff/ADV\_ArczoneValuesFormation  
October 28, 2025



9 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
(077) 722-20-23 / (077) 632-05-33  
vigan.city@depd.gov.ph  
www.depdvigancity.com





**ARCZONE**  
PROFESSIONAL DEVELOPMENT INC.

250 - 2538 6703  
(02) 7900-5176 | 7007-4584 |  
7001-8799 | (+63) 921-576-1676  
arczone\_eduphil@yahoo.com  
2nd Flr. Overland Park Bldg. Banawe St.,  
Quezon Ave., Quezon City



October 26, 2025

VILMA D. EDA, CESO V  
Schools Division Superintendent  
DepEd-Schools Division of Vigan City  
Mena Crisologo St. cor. Rivero St. Barangay IX, Vigan City, Ilocos Sur

Dear **Dr. Eda**:

Warm greetings!

We are pleased to inform you of the **resumption of our Civil Service Commission-accredited seminar-workshops** titled "*Boosting Employee Productivity through Values Formation*." This transformative 3-day training program is once again open to government officials and employees who wish to enhance workplace productivity and strengthen core public service values.

In light of its positive feedback and strong demand, the program will resume implementation in the upcoming months. We respectfully request your assistance in **disseminating this information** to the various offices and units under your jurisdiction and in encouraging participation among your personnel.

Below is the **updated schedule and registration details** for the forthcoming seminar-workshop:

Date	Registration Link	Registration Deadline
November 25-27, 2025	<a href="https://tinyurl.com/VF-R1-R2-CAR">https://tinyurl.com/VF-R1-R2-CAR</a>	November 17, 2025

For your reference, the **training will be conducted virtually via Zoom** to ensure wider participation and accessibility. A certificate of completion with **24 training hours** will be issued to each participant.

For further inquiries or confirmation, please contact us through the following:

📞 **Mobile:** 0921-576-1676

☎️ **Telephone:** (02) 7900-5176 / 7007-8799

✉️ **Email:** arczone\_eduphil@yahoo.com / admin@arczoneprofdev.com

We sincerely appreciate your continued support and cooperation in sharing this valuable learning opportunity with your employees. Together, we can build a more values-driven, efficient, and service-oriented government workforce.

Thank you very much, and we look forward to your office's participation.

Truly yours,

  
**Maria Charito Clanor-Licuanan, MAEd**  
Program Manager





## Boosting Employee Productivity through Values Formation

### DESCRIPTION

This 3-day values formation training program aims to **develop** among public servants their **commitment to manifest** their desirable values vis-a-vis the shared values of their organization. Becoming aware of their personal values, as well as their family values and traditions will help them understand how the organization works and how their personal values are integrated with the shared values and culture of their organization. The manifestation of desirable public service values contributes to individual productivity and the success of the organization. The training program will expose participants to experiential learning sessions and collaborative learning activities using the 4 A's 1) **Activity**- with self-reflection and collaborative activities; 2) **Analysis/Processing** of their personal and work-related experiences; 3) **Abstraction**-providing inputs for the participants' awareness and understanding of the value concepts and transformation processes; 4) **Application** - expected application of the learnings gained from the modular sessions towards the end of the training with a pledge of commitment and a workable plan of action.

### OBJECTIVES

At the end of the training, the participants will be able to:

1. Identify significant personal and family values that motivate them for better work productivity and performance.
2. Identify significant values of their organization that boost work productivity and enhance performance.
3. Relate their personal and family values with the values of the organization.
4. Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
5. Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

**Mode:** Online via Zoom

**Registration Fee:** Php 3,800 per participant

**Training Hours:** Twenty-Four (24) training hours

### COURSE CONTENTS

<b>Day 1</b>	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
<b>Day 2</b>	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan
<b>Day 3</b>	Module 5: Monitoring my Individual Progress Closing Program