



2605-378

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

**Advisory No. 94, s. 2026**

07 MAY 2026

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.

**MASTERING ADMIN SKILLS WEBINAR**

In reference to **Regional Advisory No. 71, s. 2026** titled, "*Mastering Admin Skills Webinar*", the LASC Learning Solutions cordially invites the administrative personnel and/or teachers of the Department of Education to the upcoming 24-hour online webinar on "*Mastering Admin Skills: Effective Written Communication, Records, and Digital Systems*". This event will be held on May 15, 16, and 23, 2026, from 8:00 AM to 5:00 PM.

This training is designed to equip the personnel with practical skills in professional communication, secure records management, and modern digital workflows to help streamline daily operations and elevate service delivery.

Interested participants may register using the link <https://tinyurl.com/LASC15May>.

Participation of teachers from public 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 009, 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:

**DR. LEAH S. CORPUZ**

CEO and Lead Trainer

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SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

07 MAY 2026

**RELEASED**

BY:

SGOD/aff/ADV\_MasteringAdminSkills  
May 7, 2026



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

Advisory No 71, s. 2026  
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 (Visit [www.deped.gov.ph](http://www.deped.gov.ph))

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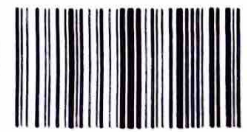
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HRDD/trm/ADV\_MasteringAdminSkills  
 May 4, 2026

*gls*



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## WEBINAR DETAILS

Date and Time: 15, 16, and 23 May 2026  
8:00 AM to 5:00 PM

Platform: Google Meet (Online/Webinar)

Registration Fee: P750.00 only (all information on the payment options are in the registration link)

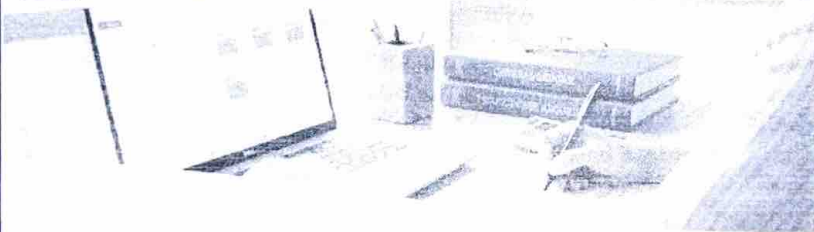

How to Register: Scan the QR Code on the poster or  
Go to this Link: <https://tinyurl.com/LASC15MAY>

Important Reminders: (1) All exchange of information

- Meeting Link
- Queries and Answers
- Issuance of E-Certificate

Will be through the email address that will be used by the participant in registering to this learning program.

(2) The participant has an option to request for a hard-copy of the certificate with an additional fee of P150.00 for printing and shipping.



## MASTERING Admin ESSENTIALS: Effective Written Communication, Records, & Digital Systems

An intensive 3-day workshop equipping administrative personnel with essential skills in professional communication, secure records management, and modern digital workflows to streamline office operations.

- Professional Written Communication
- Systematic Records and Files Management
- Records Security and Legal Compliance
- Digital Literacy and Workflows


**Reg. Fee: Php 750.00**

Inclusions:

- ✓ Handouts
- ✓ E-Certificate
- ✓ Letter of Invitation
- ✓ Printed Certificate


Add Php50.00 (for printing) + Php100 (shipping fee)


**SCAN TO REGISTER OR  
GO TO THE LINK**




<https://tinyurl.com/LASC15MAY>

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 **15, 16, 23 MAY 2026**

 **8AM – 5PM**

**WEBINAR via:**  
 Google Meet

## INSTRUCTIONAL DESIGN

<b>TITLE of the TRAINING PROGRAM:</b>	<b>Mastering Admin Essentials:</b> Effective Written Communication, Records, & Digital Systems
<b>DURATION:</b>	3 days (24 hours)
<b>PARTICIPANTS:</b>	Administrative Officers / Assistants  Frontline Service Providers  First-line Supervisors  Line Managers/Supervisors or Equivalent Positions
<b>DESCRIPTION and RATIONALE:</b>	<p>Any organization handles a massive daily volume of critical records—from student files to memorandums—making efficient administrative workflows essential. As the educational sector shifts toward digital operations, many offices face challenges with scattered files, physical storage limitations, and disorganized shared drives. This training addresses the urgent need to standardize office procedures, protect sensitive information to comply with data privacy laws, and reduce administrative delays. By upskilling the administrative personnel there can be faster, more reliable, and secure service delivery to the stakeholders.</p> <p>"Mastering Admin Essentials" is an intensive three-day training and workshop designed to bridge the gap between traditional paper filing and modern digital workflows. The hands-on sessions are divided into three core pillars: crafting clear and professional business communication; mastering the secure organization of both physical and electronic records; and navigating modern digital systems. Participants will gain practical experience in digitizing documents, utilizing file management tools, and applying responsible digital etiquette to immediately organize and streamline their shared workspaces.</p>
<b>GENERAL OBJECTIVE:</b>	This seminar-workshop on Mastering Admin Essentials aims to equip DepEd administrative personnel with practical skills in professional communication, secure records management, and modern digital workflows to streamline daily office operations and improve overall service delivery.
<b>ENABLING OBJECTIVES (KSAA)</b>	<p><b>Knowledge:</b> The core concepts and principles that the participants will understand and define.</p> <ul style="list-style-type: none"> <li>• Identify the standard formats, principles, and etiquette of professional office communication (such as memos, letters, and emails).</li> <li>• Explain the purposes, importance, phases, and official definitions of records management in the public sector.</li> <li>• Identify the major classifications of files, the methods of filing, and the legal time periods for keeping files based on the National Archives of the Philippines (NAP) guidelines.</li> <li>• Define the rules and regulations governing the inventory, appraisal, disposal, and security of government records.</li> </ul>

**Skills:** The specific strategies and techniques the participants will practice in the performance of their functions in the organization.

- Draft, edit, and format clear, concise, and professional correspondence tailored to internal teams and external stakeholders.
- Apply the most efficient ways of filing and the proper handling of incoming and outgoing mail to save time in locating records.
- Execute records inventory and appraisal to determine which files to archive and which to dispose of, thereby saving on office space.
- Implement strict filing procedures and control mechanisms to safeguard both physical and digital records against loss or unauthorized access.

**Attitudes:** The internal mindset and professional disposition.

- Value clarity, courtesy, and promptness in all forms of written office communication.
- Internalize a sense of order and spatial efficiency when organizing the physical and administrative layout of the workplace.
- Adopt a proactive and systematic mindset, treating the proper handling of correspondence and records as a vital component of public accountability.
- Cultivate a compliance-oriented attitude towards the legal retention and disposal of documents.

**Attributes:** The inherent personal qualities and behavioral traits they will demonstrate in the workplace.

- Exhibit tact and a professional tone when conveying information or responding to inquiries through written channels.
- Embody meticulousness and high attention to detail when drafting documents, sorting, classifying, and managing voluminous files.
- Exhibit integrity and reliability in the handling and security of confidential government information.
- Demonstrate adaptability in transitioning between different communication styles and filing methodologies to best suit the organization's operational needs.

## PROGRAM OF ACTIVITIES

DAY 1 (May 15)	
TIME	ACTIVITY
8:00 – 8:30	Opening Program, Pre-Test, Orientation and House Rules
8:31 – 12:00	<b>Module 1: Basics of Written Communication (The Department of Education Manual of Style)</b> Correctness, Clarity, Conciseness, and Courteousness <i>Interactive Workshops</i>
1:00 – 4:30	<b>Module 2: Written Office Communication—Letters, Memos, Emails</b> Editing, Revising, Proofreading

	Etiquette and Professionalism in Written Communication <i>Individual Writeshops</i>
4:31 – 5:00	<b>Summary and Conclusion</b> Post Test for Day 1 Journal Writing and Professional Reflection
<b>DAY 2 (May 16)</b>	
8:00 – 8:30	Opening Program, Pre-Test, Orientation and Management of Learning
8:31 – 10:00	<b>Module 3: Responsible Digital Citizenship, Integrity, and Accountability in Digital Communication</b>
10:01 – 12:00	<b>Module 4: Overview of Records and Files Management</b> Purposes, Importance, Phases of Records Management, and Definition of Records Major Classifications, Methods of Filing, Procedures, and Control of Records • Simulation Workshop: Classifying, Filing, and Handling Incoming/Outgoing Mail
1:00 – 3:00	<b>Module 5: Administration of Records Disposition</b> Inventory, Appraisal, and Disposal Rules and Regulations • Group Activity: Records Appraisal and Disposition Scenario Planning
3:00 – 4:30	<b>Module 6: Security of Records</b> Physical Security, Confidentiality, Access Control, and Hazard Protection • Individual Workshop: Drafting a Records Security and Workspace Optimization Plan
4:31 – 5:00	<b>Summary and Conclusion</b> Post Test for Day 2 Journal Writing and Professional Reflection
<b>DAY 3 (May 23)</b>	
8:00 – 8:30	Opening Program, Pre-Test, Management of Learning
8:31 – 11:00	<b>Module 7: Digital Transformation and Electronic Records</b>
11:01 – 12:00	<b>Workshops and Simulation Activities</b>
1:00 – 3:30	<b>Module 8</b> <b>Modern Tools and Emerging Trends in Digitalizing Records and Files, and the Data Privacy Act</b>
3:31 – 4:00	<b>Workshops and Simulations</b>
4:01 – 5:00	<b>Summary and Conclusion</b> Post Test for Day 3 Journal Writing and Professional Reflection Closing Program