2607-1296

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

28 JUL 2026

Advisory No. 141, s. 2026
In compliance with DepEd Order (D.O.) 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.

NATIONAL SEMINAR-WORKSHOP ON STRATEGIC E-PERSONNEL MANAGEMENT, DIGITAL LEADERSHIP AND SMART OFFICE ADMINISTRATION FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT PROFESSIONALS

In reference to Regional Advisory No. 98, s. 2026, the Philippine Continuing Professional Development Training Center Inc. invites office and school personnel to participate in the 3-day National Seminar-Workshop on Strategic E-Personnel Management, Digital Leadership, and Smart Office Administration for Human Resource, Records, and Office Management Professionals on September 11-13, 2026 at Teacher's Camp, Baguio City.

The program aims to enhance participants' competencies in Artificial Intelligence (AI), digital transformation, strategic leadership, human resource management, electronic records management, information governance, data privacy, cybersecurity, and smart office administration.

Participation to the above-mentioned activity is strictly voluntary and 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.*

Enclosed is the Regional Advisory for reference.

SGOD/ahem/ADV_NATIONAL SEMINAR-WORKSHOP ON STRATEGIC E-PERSONNEL MANAGEMENT, DIGITAL LEADERSHIP AND SMART OFFICE ADMINISTRATION
July 27, 2026

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
28 JUL 2026
RELEASED
BY:

Republic of the Philippines
Department of Education
REGION I

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3-DAY NATIONAL SEMINAR WORKSHOP ON STRATEGIC E-MANAGEMENT, DIGITAL LEADERSHIP, AND SMART OFFICE ADMINISTRATION FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT PROFESSIONALS

The Philippine Continuing Professional Development Training Center (PCPD) will be conducting a 3-Day National Seminar Workshop on Strategic E-Management, Digital Leadership, and Smart Office Administration for Human Resource, Records, and Office Management Professionals at Teacher's Camp, Baguio City on September 11-13, 2026.

The program aims to enhance participant's competencies in Artificial Intelligence, digital transformation, strategic leadership, human resource management, information governance, data privacy, cybersecurity, and smart office administration. The program matrix and registration fee details are attached for reference.

The seminar workshop is open to DepEd teaching and non-teaching personnel, particularly the Human Resource Management Officers, Administrative Officers, Records Officers, School Administrative Officers, and education professionals.

Attendance of interested participants shall be **voluntary** in accordance with the DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-On-Task policy and DepEd Order No. 9, s.2026 (Guidelines on the Implementation of Three-Term School Calendar in Basic Education). The 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 other details, please contact:

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HRDD/aac/ADV_PCPD
July 13, 2026

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PROFESSIONAL DEVELOPMENT

TRAINING CENTER

3-Day National Seminar-Workshop on Strategic E-Personnel Management, Digital Leadership, and Smart Office Administration for Human Resource, Records, and Office Management Professionals

Theme: "Leading the Future of Public Service: Advancing Human Resource, Records, and Office Administration through Artificial Intelligence, Digital Transformation, and Strategic Leadership"

Description: The 3-Day National Seminar-Workshop on Strategic E-Personnel Management, Digital Leadership, and Smart Office Administration is a 24-hour intensive capacity-building program designed to strengthen the competencies of Human Resource practitioners, Records Officers, Administrative Officers, Office Managers, Supervisors, Educators, and other professionals engaged in personnel administration, records management, and office operations across public and private institutions.

As organizations continue to embrace digital transformation, artificial intelligence (AI), data-driven decision-making, and technology-enabled public service, administrative professionals are expected to possess advanced competencies that support organizational innovation, operational efficiency, regulatory compliance, and responsive governance. This seminar-workshop provides participants with practical knowledge, contemporary strategies, and emerging best practices that address the evolving demands of modern workplace management.

The program focuses on key areas including Artificial Intelligence (AI) in Human Resource and Office Administration, Digital Workplace Systems, Strategic Leadership, Human Resource Analytics, Electronic Records Management, Information Governance, Data Privacy and Cybersecurity, Digital Communication, and Smart Office Innovation. Through expert-led discussions, interactive workshops, case analyses, simulations, collaborative learning activities, and institutional planning exercises, participants will acquire practical skills that can be immediately applied in their respective organizations.

The seminar also emphasizes the importance of ethical leadership, organizational resilience, digital governance, continuous process improvement, and innovation in delivering quality public service. By integrating technology with effective leadership and sound administrative practices, participants will be better equipped to lead organizational transformation and promote excellence in personnel management, records administration, and office operations.

At the conclusion of the training, participants are expected to develop strategic, innovative, and sustainable action plans that will strengthen organizational performance, improve service delivery, support digital transformation initiatives, and contribute to building future-ready institutions.

At the end of the three-day seminar-workshop, the participants shall be able to:

Examine the latest developments, emerging trends, and best practices in Human Resource Management, Records Management, and Office Administration within the context of digital transformation and organizational innovation.

Apply Artificial Intelligence (AI), digital technologies, and automation tools to improve administrative efficiency, productivity, communication, documentation, and personnel management.

Strengthen leadership competencies in strategic planning, organizational development, people management, change management, and decision-making in the digital workplace.

Demonstrate knowledge and practical application of electronic records management, information governance, cybersecurity awareness, and data privacy compliance in accordance with existing laws, regulations, and organizational standards.

Enhance organizational effectiveness by utilizing digital workplace systems, Human Resource analytics, innovation strategies, and evidence-based management practices.

Develop sustainable and innovative institutional action plans that promote digital transformation, operational excellence, organizational resilience, and continuous quality improvement within their respective agencies and institutions.

Duration: 3 Days (24 Hours)
Training Modality: Face-to-Face Training (Baguio City)
Date of Conduct: September 11,12&13, 2026

DAY 1 - ARTIFICIAL INTELLIGENCE, DIGITAL TRANSFORMATION, AND SMART HUMAN RESOURCE MANAGEMENT

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:10	Attendance	Participant documentation	PCPD Staff
8:10 – 9:00	Opening Program and Orientation	Alignment of training expectations	PCPD Host
9:00 – 10:30	**Session 1:** *Artificial Intelligence (AI) in Human Resource and Office Administration*	Explain the role of AI in enhancing Human Resource functions, office administration, and organizational productivity	**Ms. Archilyn Semanero** *Principal I Department of Education-Tagulod High School Master of Arts in Educational Management*
10:30 – 10:45		**Health Break**	
10:45 – 12:00	**Session 2: Digital Transformation and Smart Office Management Systems**	Apply digital transformation strategies and smart office practices to improve administrative efficiency	**Ms. Archilyn Semanero** *Principal I Department of Education-Tagulod High School Master of Arts in Educational Management*
12:00 – 1:00		**Lunch Break**	
1:00 – 2:30	**Session 3: AI Productivity Tools for Documentation, Communication, and Office Operations**	Utilize AI-powered tools to streamline documentation, communication, and office workflows	**Ms. Archilyn Semanero** *Principal I Department of Education-Tagulod High School Master of Arts in Educational Management*
2:30 – 2:45		**Health Break**	
2:45 – 4:00	**Workshop 1:** Designing an AI-Enabled Administrative Workflow	Develop an AI-assisted workflow applicable to participants' respective organizations	*Facilitator*
4:00 – 5:00	**Reflection, Open Forum, and Synthesis**	Consolidate key insights and identify opportunities for digital innovation in the workplace	**Ms. Archilyn Semanero** *Principal I Department of Education-Tagulod High School Master of Arts in Educational Management*

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DAY 2 – STRATEGIC LEADERSHIP, HUMAN RESOURCE MANAGEMENT, AND ELECTRONIC RECORDS ADMINISTRATION

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:30	Attendance & Recap	Reinforce Day 1 learning	PCPD Moderator
8:30 – 9:45	**Session 4:** Leadership 6.0 – Strategic Leadership in the Digital Workplace	Demonstrate leadership competencies for managing digital and future-ready organizations	**DR. ANNABELLE A. GODONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*
9:45 – 10:00		**Health Break**	
10:00 – 12:00	**Session 5:** Strategic Human Resource Management and Data-Driven Decision Making	Apply strategic HR practices and data analytics to improve organizational performance	**DR. ANNABELLE A. GODONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*
12:00 – 1:00		**Lunch Break**	
1:00 – 2:30	**Session 6:** Electronic Records Management, Information Governance, and Data Privacy Compliance	Apply best practices in electronic records management while ensuring compliance with data privacy requirements	**DR. ANNABELLE A. GODONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*
2:30 – 2:45		**Health Break**	
2:45 – 4:00	**Workshop 2:** Developing an Electronic Records	Design a records management framework suitable for	Facilitators

	Management Framework	participants' respective institutions	
4:00 – 5:00	**Reflection, Sharing of Experiences, and Synthesis**	Evaluate leadership and records management practices for organizational improvement	**DR. ANNABELLE A. GODONAS** *Chief* *Graduate School, Research and Extension Office/* *Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*

DAY 3 – DIGITAL GOVERNANCE, CYBERSECURITY, AND FUTURE-READY OFFICE ADMINISTRATION

Time	Session / Activity	Learning Outcomes	Person-in-Charge
8:00 – 8:30	Attendance & Recap	Reinforced previous sessions	PCPD Moderator
8:30 – 10:00	**Session 7:** Digital Governance and Smart Public Service Delivery	Apply digital governance principles to improve public service efficiency and organizational performance	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*
10:00 – 10:15		**Health Break**	
10:15 – 12:00	**Session 8:** Cybersecurity Awareness, Data Privacy, and Responsible AI in Office Administration	Demonstrate responsible management of organizational information through cybersecurity and data privacy practices	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*
12:00 – 1:00		**Lunch Break**	
1:00 – 2:30	**Session 9:** Organizational Innovation, Smart Office Administration, and Change Management	Formulate strategies that promote innovation, continuous improvement, and organizational resilience	**DR. MARY JANE SALALIMA FERNANDO** Principal III Eusebio C. Santos Elementary School
2:30 – 2:45		**Health Break**	

2:45 – 3:45	Presentation of Institutional Digital Transformation Action Plans	Present strategic action plans for organizational improvement and digital transformation	Participants
3:45 – 5:00	Closing Program, Evaluation, Awarding of Certificates, and Closing Remarks	Demonstrate commitment to applying acquired competencies in their respective organizations	Organizers

3-DAY NATIONAL SEMINAR-WORKSHOP

STRATEGIC E-PERSONNEL MANAGEMENT, DIGITAL LEADERSHIP, AND SMART OFFICE ADMINISTRATION FOR HUMAN RESOURCE, RECORDS, AND OFFICE MANAGEMENT PROFESSIONALS

DATE OF CONDUCT: SEPTEMBER 11, 12 & 13, 2026

Registration Fees:

Early Bird Registration (July 1, 2026 - July 20, 2026)

- ***Group of Five (5)*** *- ₱3,800 each (₱19,500 total)*
- ***Solo Registration*** *- ₱4,000 per participant*

Regular Registration (July 21, 2026 - September 11, 2026)

- ***Group of Five (5)*** *- ₱4,500 each (₱22,500 total)*
- ***Solo Registration*** *- ₱5,000 per participant*

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