



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Division Advisory No. 094 s. 2024

July 19, 2024

*(In compliance with DepEd Order No. 8 s. 2013
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)
(dipolog.city@deped.gov.ph)*

**“INTERNATIONAL SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL AS
GLOBAL WORKERS IN AI ASSISTED WORKPLACE”**

In reference to the request letter dated July 5, 2024 from the President of the Center for Human Research & Development Foundation Inc. re: **International Seminar Workshop for Non-Teaching Personnel as Global Workers in AI Assisted Workplace (Online & Self-Paced)** which will start on July 20, 2024. Anent this, please find enclosures for details of said seminar workshop.

Widest dissemination of this Advisory is enjoined.

For clarification and inquiries, please contact:

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SGOD // RCF //

#____/Adv

Encl: Workshop Matrix / Letter Request



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tavo – Division of Dipolog City

Center for Human Research & Development Foundation Inc.

7-B Cavite Street Barangay Paltok West Ave., Quezon City 1100 Philippines 8330-8233 | 332-1114 | 925-1127
SEC Registration no. 166734 NEAP Authorization No. LSP-2020-0035-1116 PRC Accreditation no. PTR 2020-040



Date: July 5, 2024

To: All Teaching Non-Personnel from Public and Private Schools in the Philippines

Thru: Schools Division Superintendent, Principals, School Heads and School Directors

Re: **International Seminar Workshop for Non-Teaching Personnel as Global Workers in AI Assisted Workplace**

Course will begin on July 20, 2024

Theme: Navigating the Workplace in the Age of Artificial Intelligence: Non-Teaching Personnel as Future-Ready in Technology Enabled Schools and Offices

Program rationale:

The primary purpose of this training program is to provide opportunities for upskilling and retooling of the allied services personnel in DepEd such as planning officer, human resource management officers, accountants, cashiers, librarians, office clerks, secretaries, admin officers and other support personnel.

The teacher-participants are expected to:

1. Explain the value of embrace lifelong learning and how the future belongs to those who continually seek knowledge;
2. Explain how digital literacy enhance and boost performance in the workplace;
3. Identify the vital role of non-teaching personnel in the effective implementation of the curriculum;
4. Describe how different generations, their core values and preferences impact work and strategy execution;
5. Utilize regulatory standards as a guide to apply policies, procedures, standards and occupational safety and health principles;
6. Explain how DO_s2016_035 or Learning Action Cell can promote lifelong learning in the workplace; and
7. Address the different computer and internet-based applications that will facilitate efficient transactions in the office as non-teaching personnel.

This training is **FULLY ONLINE via Zoom App and self-paced**. In case you are unavailable during the scheduled live session, you can watch the recorded video. The participants who will finish this training will receive 15 digital certificates with 40 training hours. Request for printed certificate is FREE but the participants will shoulder the shipping fee.

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Registration fee:

SEARCH members ₱999.00 per head (NTP only)

NTP only track ₱1,199.00 per head

NTP LPT track ₱1,499.00 per head (with 15 CPD units for LPTs)

Registration and payment process:

1. Pay the amount using any of the following payment channels:

Bank Deposit (Over the Counter) or

GCash/ Maya, please use TRANSFER not express send:

Savings Account name: **CHRDF Inc.** (This a corporate/business account)

Metrobank Account no. 473-3-47312516-2 or

Asia United Bank (AUB) Account no.: 538-01-000060-8

Palawan Express (Send Money Form)

Receiver: Virginia P. Gapuz Mobile no.: 09989925601


2. Take a screenshot of your successful transaction
3. Email the screenshot to chrdf.inc@gmail.com with subject **NTP AI** and in the body, write your name and email address
4. Expect a reply within the day (if sent within business hours) and fill out the form we will send you.
5. Expect another email 1 day before the learning event for final instructions and reminders regarding the seminar.

What certificates can get from this training?

1. Certificate of Participation with 40 training hours
2. 10 Certificates of Attendance
3. Certificate of Recognition
4. Certificate of Completion
5. Certificate of Appearance
6. Certificate of membership to SEARCH

For other inquiries, please email us at chrdf.inc@gmail.com. Thank you and we look forward to serving you.

Sincerely yours,


Ms. Virginia P. Gapuz
President

Center for Human Research & Development Foundation Inc.

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Program of Activities

Day 1

- 8:00 A.M. Log-in to Zoom App
- 8:30 Opening program, orientation and recognition of delegates
- 10:00 Talk no. 1: **Harnessing the Power of AI in the Workplace**
- 12:00 Lunch break
- 1:00 P.M. Talk no. 2: **Improving Digital Literacies**
- 4:00 Self-assessment quiz
- 5:00 End of day 1

Day 2

- 8:00 A.M. Preliminaries
- 9:00 Talk no. 3: **Understanding Cyberspace Security**
- 12:00 Lunch break
- 1:00 P.M. Talk no. 4: **Improving Communication in Educational Settings**
- 4:00 Self-assessment quiz
- 5:00 End of day 2

Day 3

- 8:00 A.M. Preliminaries
- 9:00 Talk no. 5: **Records Management**
- 12:00 Lunch break
- 1:00 Talk no. 6: **Action Research for Non-Teaching Personnel**
- 4:00 Self-assessment quiz
- 5:00 End of day 3

Day 4

- 8:00 A.M. Preliminaries
- 9:00 Talk no. 7: **Understanding RA 6713 and RA 11032**
- 12:00 Lunch break
- 1:00 Talk no. 8: **Promoting Personal Wellbeing through Work-Life Balance**
- 4:00 Self-assessment quiz
- 5:00 End of day 3

Day 5

- 8:00 A.M. Preliminaries
- 9:00 Talk no. 9: **Creating and Maintaining Safe Spaces**
- 12:00 Lunch break
- 1:00 Writeshop: Action plan
- 4:00 Closing program, awarding of certificates, evaluation
- 5:00 End of the training program