



Republic of the Philippines
Department of Education
REGION I



SEP 08 2026

Advisory No. 122, s. 2026

SEP 08 2026

In compliance with DepEd Order (D.O) No. 8, s. 2013
but only for the information of DepEd Officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**PARTICIPATION IN THE INTERNATIONAL SEMINAR-WORKSHOP IN REFRAMING
INSTITUTIONAL SUPPORT, CAPACITY BUILDING AND RECOGNITION SYSTEM TO
CULTIVATE HIGHER-ORDER CONCEPTION
OF SERVICE AMONG NON-TEACHING STAFFS**

The Human Resource and Career Development Inc. shall conduct **International Seminar-Workshop in Reframing Institutional Support, Capacity Building and Recognition System to Cultivate Higher-Order Conception of Service among Non-Teaching Staffs** on September 18-20, 2026 at NEAP Conference Hall, Teachers Camp, Baguio City.

The seminar-workshop aims to:

1. capacitate the non-teaching personnel in applying quality administrative support practices through efficient records management;
2. develop realistic strategies to improve service delivery among non-teaching staff;
3. determine the challenges on non-teaching staff in the utilization of local funds; and
4. understand the functions, duties, and responsibilities of non-teaching staff.

Target participants are teachers, administrative officers, administrative assistants, project development officers, guidance associates, guidance counselors, and school heads from both the public and private schools.

Each participant shall be charged with a P3,500.00 (early registration) or P3,800.00 (walk-in registration) which can be charged from MOOE or other local funds subject to usual accounting and auditing procedures.

All interested participants are reminded of the provision of DepEd Order No. 9, s. 2005 (Time-on-Task Policy).

For inquiries, please contact:

Prof. Apolonario S. Saymo
President/Seminar Director
Human Resource and Career Development, Inc.
Email address: human.resource0824@gmail.com

HRDD/MTB/jmv/ADV_ReframingSupport
September 8, 2026



DepEd RO1
Documan

HRDD260752



HUMAN RESOURCE AND CAREER DEVELOPMENT INC.

Unit 904 Goldfinch Condominium, Luxurville, Multi-National Village, Paranaque City, Philippines

SEC Registration No. 2023120128632-00

PRC Accreditation No. PTR-2024-591

TIN: 648-061-097-00000

Email Address: human.resource0824@gmail.com

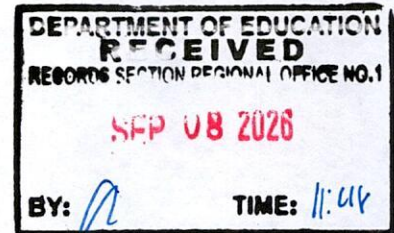
September 3, 2026

DR. ESTELA P. LEON-CARIÑO, CESO III

Regional Director

Department of Education, Region I

San Fernando City, La Union



Madamme:

CALL FOR TEACHERS, ADMINISTRATIVE OFFICERS (AO), ADMINISTRATIVE ASSISTANT (ADAS), PROJECT DEVELOPMENT OFFICERS (PDO), GUIDANCE ASSOCIATES, GUIDANCE COUNCILORS AND SCHOOL HEADS TO PARTICIPATE IN THE UPCOMING **INTERNATIONAL SEMINAR-WORKSHOP IN REFRAMING INSTITUTIONAL SUPPORT, CAPACITY BUILDING AND RECOGNITION SYSTEM TO CULTIVATE HIGHER-ORDER CONCEPTION OF SERVICE AMONG NON-TEACHING STAFFS** TO BE CONDUCTED BY THE HUMAN RESOURCE AND CAREER DEVELOPMENT INC. (HRCDI) on September 18, 19 and 20, 2026 AT NEAP CONFERENCE HALL, TEACHERS CAMP, BAGUIO CITY.

OBJECTIVES
1. Apply quality administrative support practices through efficient records management;
2. Develop realistic strategies to improve service delivery among non-teaching staff;
3. Determine the challenges of non-teaching staff in the utilization of local funds; and
4. Understand by heart the functions, duties and responsibilities on non-teaching staff.

P A R T I C U L A R S

- Target participants are Teachers, Administrative Officers (AO), Administrative Assistants (ADAS), Project Development Officers (PDO), Guidance Associates, Guidance Counselors and School Heads both from public and private schools. Each participant shall be charged with a registration fee of P3,500.00(with early confirmation) and P3,800.00 (walk-in registration) from MOOE or other local funds subject to proper auditing and accounting.
- Inclusions to the registration fee are the following:
 - Food
 - Day 1 – PM Snacks
 - Day 2 – AM Snacks, Lunch and PM Snacks
 - Day 3 – Am Snacks and Lunch
 - Bag
 - Certificate
 - Soft Copy of the Lectures
- Participation to this seminar is on OFFICIAL TIME and shall be in accordance with DepEd Order No. 43, s.2020 (Omnibus travel guidelines for all personnel at the Department of Education).
- Target participants are required to confirm to the following CP Numbers 09055165643/ 09177135968 on or before September 12, 2026.

Prof. APOLINARIO S. SAYMO

President/Seminar Director