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In compliance with DepEd Order (D.O) No. 8, s. 2013
this advisory is issued not for endorsement per D.O No. 28, s. 2001,
but only for the information of DepEd Officials,
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INVITATION TO THE THREE-DAY NATIONAL CAPACITY-BUILDING SEMINAR-WORKSHOP ON STRATEGIC HUMAN RESOURCE MANAGEMENT, DIGITAL GOVERNANCE, RECORDS ADMINISTRATION, AND SMART OFFICE TRANSFORMATION

The Philippine Continuing Professional Development (PCPD) Training Center Inc. announces its invitation to the three-day Capacity Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation in Baguio City on November 18-20, 2026.

With the theme, "Building Future-Ready Organizations through Digital Leadership, Secure Information Management, and Technology-Enabled Service Delivery," aims to develop an actionable and sustainable Organizational Digital Transformation and Smart Office Improvement Plan addressing actual personnel, records management, administrative, communication workflow, and information management concern in their respective organizations. Attached is the Program Matrix for reference.

Target participants include Human Resource practitioners, Records and Administrative Officers, Office Managers, Department Heads, Supervisors, Educators, and other Non-Teaching Personnel. Participation shall be on a voluntary basis in accordance with DepEd Order No. 43, s.2020 (Omnibus travel guidelines for all personnel at the Department of Education).

There will be a registration fee of P5,000.00 per participant which covers the lunch for three days with snacks. Registration fees and accommodation may be charged to MOOE or other local funds subject to the usual accounting and auditing rules and regulations.

For registration and other concerns, please contact:

MS. EVELYN CABRERA
Operations Manager, PCPD Training Center Inc.
Novaliches, Quezon City
Contact Number: 0917-805-3370
E-mail address: inquiry.pcpd@gmail.com

HRDD/aac/ADV_PCPD
November 3, 2026

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PHILIPPINE CONTINUING PROFESSIONAL DEVELOPMENT TRAINING CENTER INC.

Main Office Address:
Building 3, 2nd floor, Forest Hills Drive, Barangay. Gulod, Novaliches, Quezon City.
Training Delivery Site Address:
Second Floor No. 356 Quirino Highway, Brgy. Sangandaan, Quezon City

Contact Number:
+63 917 805 3370
Inquiry.pcpd@gmail.com
facebook.com/pcpdtraining

ANNEX A
PROGRAM MATRIX

3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation

Theme: "Building Future-Ready Organizations through Digital Leadership, Secure Information Management, and Technology-Enabled Service Delivery"

Description: The **3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation** is a 24-hour professional development program designed to strengthen the competencies of personnel and officials from local government units, water districts, cooperatives, national government agencies, educational institutions, private companies, nonprofit organizations, and other public and private institutions.

The program is intended for Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other professionals involved in personnel management, records administration, organizational leadership, office operations, and service delivery.

As organizations increasingly adopt digital platforms, artificial intelligence, electronic records systems, and technology-enabled workplace processes, personnel and administrative professionals must be equipped with relevant competencies in strategic Human Resource management, digital leadership, information governance, data privacy, organizational innovation, and smart office transformation.

Through expert-led discussions, demonstrations, case analyses, workshops, collaborative activities, and action planning, participants will learn how to apply appropriate digital technologies, improve personnel and administrative processes, protect organizational information, strengthen

workplace leadership, and enhance the quality and responsiveness of organizational services.

At the end of the program, participants shall prepare an **Organizational Digital Transformation and Smart Office Improvement Plan** addressing an actual personnel, records-management, administrative, communication, workflow, or service-delivery concern in their respective organizations.

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

1. Examine current practices and emerging developments in strategic Human Resource management, records administration, digital governance, and smart office operations;
2. Apply artificial intelligence, digital technologies, and appropriate automation tools to improve documentation, communication, personnel processes, workflow, and service delivery;
3. Strengthen competencies in strategic leadership, workforce management, change management, organizational development, and evidence-based decision-making;
4. Apply appropriate practices in electronic records management, information governance, information security, data privacy, and responsible use of artificial intelligence;
5. Use digital workplace systems and organizational data to improve productivity, accountability, accessibility, responsiveness, and organizational performance; and
6. Develop an actionable and sustainable Organizational Digital Transformation and Smart Office Improvement Plan.

Duration: 3 Days (24 Hours)
Training Modality: Face-to-Face Training (Baguio City)
Date of Conduct: November 18-20, 2026

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DAY 1 – Artificial Intelligence, Digital Transformation, and Strategic 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 responsible use of artificial intelligence in recruitment support, personnel documentation, workplace communication, report preparation, customer service, 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 principles and smart office practices to improve workflow, coordination, accessibility, accountability, and organizational service delivery.	**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**	Use appropriate AI-enabled tools to support correspondence, reports, meeting documentation, data organization, presentations, communication, and routine administrative tasks.	**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 ethical and practical AI-assisted workflow suited to an actual process in a government agency, water district, cooperative, educational institution, nonprofit organization, or private company.	**Ms. Archilyn Semanero** *Principal I* *Department of Education- Tagulod High School* *Master of Arts in Educational Management*
4:00 – 5:00	**Reflection, Open Forum, and Synthesis**	Present the proposed workflow, respond to feedback, and identify practical opportunities, limitations, and safeguards for workplace implementation.	**Ms. Archilyn Semanero** *Principal I* *Department of Education- Tagulod High School* *Master of Arts in Educational Management*

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DAY 2 – Digital Leadership, Strategic Human Resource Management, and Electronic Records Administration

Resource Speaker

DR. MARY JANE SALALIMA FERNANDO
Principal III
Eusebio C. Santos Elementary School

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:** Strategic Human Resource Management and Workforce Performance	Apply strategic Human Resource practices in workforce planning, employee supervision, performance management, and organizational productivity.	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*
9:45 – 10:00	**Health Break**		
10:00 – 12:00	**Session 5:** Data-Driven Decision-Making, Employee Development, and Organizational Productivity	Use personnel information, performance indicators, and organizational data to support employee development and sound management decisions.	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*
12:00 – 1:00	**Lunch Break**		
1:00 – 2:30	**Session 6:** Electronic Records Management, Information	Apply appropriate practices in records classification, storage, retrieval,	**DR. MARY JANE SALALIMA FERNANDO** *Principal III*

	Governance, and Data Privacy Compliance	retention, disposition, access control, confidentiality, and responsible information handling.	*Eusebio C. Santos Elementary School*
2:30 – 2:45	**Health Break**		
2:45 – 4:00	**Workshop 2:** Developing an Electronic Records Management Framework	Design a basic electronic records-management framework responsive to the legal, operational, security, accountability, and service requirements of the participant's organization.	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*
4:00 – 5:00	**Reflection, Sharing of Experiences, and Synthesis**	Evaluate Human Resource, workforce-performance, and records-management practices and recommend organizational improvements.	**DR. MARY JANE SALALIMA FERNANDO** *Principal III* *Eusebio C. Santos Elementary School*

DAY 3 – Digital Governance, Information Security, Responsible AI, and Smart Office Transformation

DR. ANNABELLE A. GORDONAS

Chief, Graduate School, Research and Extension Office
Chair, Master of Arts in English Language Teaching
Polytechnic University of the Philippines

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:** Strategic Leadership in the Digital Workplace	Demonstrate leadership competencies in managing people, technology, organizational change, innovation, collaboration, and future-ready workplace operations.	**DR. ANNABELLE A. GORDONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*
10:00 – 10:15	**Health Break**		
10:15 – 12:00	**Session 8:** Digital Governance, Information Security, Data Privacy, and Responsible AI	Apply digital-governance, information-security, privacy, confidentiality, ethical, and responsible-AI practices in	**DR. ANNABELLE A. GORDONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in*

		organizational operations.	*English Language Teaching* *Polytechnic University of the Philippines*
12:00 – 1:00	**Lunch Break**		
1:00 – 2:30	**Session 9:** Organizational Innovation, Smart Office Transformation, and Change Management	Formulate strategies that promote innovation, employee participation, process improvement, organizational resilience, and sustainable technology adoption.	**DR. ANNABELLE A. GORDONAS** *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 – 3:45	Capstone Presentation: Organizational Digital Transformation and Smart Office Improvement Plans	Present an actionable plan addressing actual personnel, records-management, administrative, communication, workflow, information-management, or service-delivery concern.	**DR. ANNABELLE A. GORDONAS** *Chief* *Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching* *Polytechnic University of the Philippines*
3:45 – 5:00	Closing Program, Evaluation,	Demonstrate commitment to	Organizers

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	Awarding of Certificates, and Closing Remarks	applying acquired competencies in their respective organizations	

*Please note that this is a working program. Minor updates might occur.