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Republic of the Philippines
Department of Education
REGION I



APR 02 2025

Advisory No. 301, s. 2025

APR 02 2025

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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,
personnel/staff, as well as the concerned public.
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**INTERNATIONAL SEMINAR-WORKSHOP ON ENHANCING ADMINISTRATIVE
EXCELLENCE: ROLES AND RESPONSIBILITIES OF NON-TEACHING
PERSONNEL IN SUPPORTING QUALITY GLOBAL EDUCATION**

The Philippine Educators for Professional Development Inc. will International Seminar-Workshop on Enhancing Administrative Excellence: Roles and Responsibilities of Non-Teaching Personnel in Supporting Quality Global Education on May 1-4, 2025 via Zoom Platform.

The seminar workshop is anchored on the commitment of the Department of Education to continuously improve the quality of education through the professional development of all its personnel, teaching and non-teaching.

Target participants include school librarians, clerks, administrative officers, project development officers, and other non-teaching personnel. **Attendance of interested participants shall be voluntary** in accordance with the DepEd Order No. 9, s. 2025 (Instituting Measures to Increase Engaged Time-On-Task policy).

Attached are the registration details and program of activities for reference.

For concerns and queries, please contact:

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HRDD/aac/ADV_PEPDI
March 27, 2025

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Philippine Educators for Professional Development Inc.
SEC Registration no. 2025020188988-03

Registration process:

Early registration until April 25, 2025 ₱1,199 per head
Group rate until April 18, 2025 ₱999 per head minimum of 5 pax
Regular registration from April 26-May 1, 2025 ₱1,349 per head

Pay using GCash 09989925601 or 09602681848 (J*****Y M.)
Inclusion: Access to training, 7 digital certificates and e-handouts
Option for printed certificates is available and free of charge however shipping fee must be shouldered by the requesting party.

Please use this form to register and submit your proof of payment
<https://forms.gle/XnZajN7LwoYh7ZuT7>

For inquiries, please email us at phedpd.inc@gmail.com.

Program of Activities (Training Matrix)

May 1, 2025 (Day 1)

9:00 A.M.	Log-in to Zoom App
9:15	Opening program and Orientation
9:45	Pre-assessment
9:50	Introduction of the Speaker
10:00	Session 1: Introduction to the Role of Non-Teaching Personnel in Global Education Systems
11:00	Health break
11:15	Continuation of session
11:45	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 2: Global Best Practices in Administrative Support for Educators
3:15	Health break
3:30	Continuation of session
4:00	Open forum (Question and Answer)
5:00	End of day 1



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Company Background

Philippine Educators for Professional Development, Inc. was established in response to the growing demand for high-quality teacher development programs in the Philippines. Recognizing the critical role of educators in shaping the future of the nation, the organization aims to address the pressing challenges faced by Filipino learners, such as poor performance in the Programme for International Student Assessment (PISA), widespread literacy problems, and persistent learning gaps.

The organization was founded with a vision to empower Filipino educators through professional growth and lifelong learning opportunities. By equipping teachers with the tools, skills, and methodologies needed to navigate the complexities of modern education, Philippine Educators for Professional Development, Inc. strives to uplift the quality of education across the country.

The organization recognizes that the challenges in Philippine education are deeply rooted in systemic issues that require strategic solutions. Poor PISA performance highlights the need for a curriculum that develops critical thinking, problem-solving, and literacy skills. Furthermore, the evident learning gaps and literacy challenges among students necessitate the development of innovative teaching approaches and targeted interventions.

Through its programs, the organization provides educators with training that aligns with the latest curriculum standards and addresses the unique needs of Filipino learners. It also fosters collaboration among teachers, promotes research-driven strategies, and advocates for policies that enhance educational outcomes. Philippine Educators for Professional Development, Inc. envisions a future where every Filipino learner has access to quality education, guided by educators who are equipped to inspire, innovate, and transform.

Mission

Philippine Educators Professional Development, Inc. is committed to empowering educators through accessible, innovative, and research-driven professional development programs.

We aim to elevate the standards of teaching and learning, foster lifelong learning, and strengthen Philippine education by providing teachers with training aligned with the current curriculum.

Vision

To be the leading organization in the Philippines for advancing the professional growth of educators, inspiring excellence in education, and shaping a future where every teacher has the tools, knowledge, and skills to transform lives through education.

Objectives

1. **Respond to the Challenges in the Philippine Education System:** Actively address the current and emerging challenges in the Philippine education system by providing innovative and relevant solutions that improve the quality of education and teacher performance.
2. **Align Programs with the Philippine Professional Standards for Teachers:** Design and implement teacher development programs, training, and workshops that are aligned with the Philippine Professional Standards for Teachers (PPST), ensuring that teachers meet national standards and continuously improve in their professional practice.
3. **Support the Formation of Future-Ready Students and Professionals:** Equip Filipino teachers with the skills, knowledge, and tools to nurture students who are not only academically competent but also prepared to thrive in a rapidly changing world, fostering the development of future-ready learners and professionals.
4. **Provide Professional Development and Resources to Filipino Teachers:** Offer a variety of professional development opportunities, including seminars, workshops, and educational resources, to enhance the teaching skills, pedagogical knowledge, and leadership qualities of Filipino teachers.
5. **Foster a Community of Committed Educators:** Build a collaborative community of educators dedicated to academic excellence, ethical practices, and social responsibility, and support the development of leadership within the teaching profession.
6. **Conduct Research and Develop Educational Materials:** Engage in research, publishing, and the creation of educational materials that support teachers' development and contribute to the improvement of the education system in the Philippines.
7. **Advocate for the Rights and Needs of Teachers:** Champion the needs and rights of Filipino educators, including fair compensation, recognition, career advancement, and access to professional growth opportunities.
8. **Collaborate with Schools, Government Agencies, and Other Organizations:** Partner with educational institutions, governmental bodies, and other relevant stakeholders to improve the quality of education, teacher development, and the overall academic environment in the Philippines.

May 2, 2025 (Day 2)

- 5:45 Log-in to Zoom App
- 5:55 Introduction of the Speaker
- 6:00 Session 3: **Building Effective Collaboration Between Teaching and Non-Teaching Personnel**
- 8:00 End of day 2

May 3, 2025 (Day 3)

- 9:45 A.M. Log-in to Zoom App
- 9:50 Introduction of the Speaker
- 10:00 Session 4: **Adapting International Standards for Quality Assurance**
- 11:00 Health break
- 11:15 Continuation of session
- 11:45 Open forum (Question and Answer)
- 12:00 P.M. Lunch break
- 1:45 Log-in to Zoom App
- 1:55 Introduction of the Speaker
- 2:00 Session 5: **Understanding Legal and Ethical Responsibilities of Non-Teaching Personnel**
- 3:15 Health break
- 3:30 Continuation of session
- 4:00 Open forum (Question and Answer)
- 5:00 End of day 3

May 4, 2025 (Day 4)

- 9:45 Log-in to Zoom App
- 9:55 Introduction of the Speaker
- 10:00 Session 6: **Fostering Inclusivity and Equity through Administrative Support**
- 11:00 Health break
- 11:15 Continuation of session
- 11:30 Open forum (Question and Answer)
- 11:45 Closing Program
- 12:00 P.M. End of the seminar-workshop

All sessions are accessible via recorded video for limited time only.