



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

70226330

July 2, 2026

DIVISION MEMORANDUM

No. **0332** s. 2026

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

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. To enhance competencies in Artificial Intelligence (AI), digital information, strategic leadership, human resource management, electronic record management, information governance, data privacy, cybersecurity, and smart office administration, this Office informs the field on 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 which will be held at Teacher's Camp, Baguio City on September 11-13, 2026.
2. Enclosures are the letter of invitation from the Philippine Professional Development Training Center and the Program Matrix of the said activity.
3. Attendance at this seminar-workshop is on a voluntary basis only.
4. For information and immediate dissemination.


NYMPHA D. GUEMO
Schools Division Superintendent

Enclosure: As stated,
References: None
To be indicated in the Perpetual Index
under the following subjects

PROFESSIONAL DEVELOPMENT

ARTIFICIAL INTELLIGENCE (AI) TRAINING

PUBLIC AND PRIVATE SCHOOLS

sgod/hrdd/Training



**PHILIPPINE CONTINUING
PROFESSIONAL DEVELOPMENT
TRAINING CENTER**

PRC Accreditation Number: PTR-2019-311 / NRS-2021-249
SEC Registration Number: CS201510650
TIN Number: 009-052-585-000

Contact Numbers:

0917-805-3370
0933-867-4931
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July 01, 2026

HONORABLE DIVISION SUPERINTENDENT

Department of Education
Division Office



Subject: *Request for the Issuance of an Advisory and Dissemination of Information*

Dear Sir/Madam:

Greetings of peace and good health!

The Philippine Continuing Professional Development Training Center, Inc. (PCPD Training Center) respectfully requests the assistance of your good office in the issuance of an advisory and/or dissemination of information regarding our upcoming **3-Day National Seminar-Workshop on Strategic E-Personnel Management, Digital Leadership, and Smart Office Administration for Human Resource, Records, and Office Management Professionals**, which will be held on **September 11-13, 2026, at Teacher's Camp, Baguio City.**

The seminar-workshop is designed to provide meaningful professional development opportunities for **DepEd teaching and non-teaching personnel, particularly Human Resource Management Officers, Administrative Officers, Records Officers, School Administrative Officers, Office Managers, School Heads, Education Program Supervisors, Public Schools District Supervisors, and other education professionals involved in administrative, records, human resource, and office management functions.**

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. These competencies support the Department of Education's continuing efforts to strengthen organizational excellence, digital innovation, and efficient public service delivery.



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In this regard, **we respectfully request your good office to issue an advisory and/or disseminate the attached information to all concerned offices, Schools Division Offices, public and private schools, and teaching and non-teaching personnel under your jurisdiction who may be interested in participating in this professional development activity.** Your support in sharing this learning opportunity will significantly contribute to the continuous professional growth and capacity-building of DepEd personnel.

For your reference, we have attached the following documents:

- Program Matrix
- Seminar Poster
- Registration Information (<https://forms.gle/ChzEcJKmwi6J13C6>)

Should your office require additional information or clarification, please feel free to contact us through:

Mobile Number: 0917-805-3370

Email Address: inquiry.pcpd@gmail.com

We sincerely appreciate your valuable time, consideration, and continued support for initiatives that promote lifelong learning and professional excellence. We remain hopeful for your favorable response and would be deeply grateful for any assistance your office may extend in disseminating this information to your valued personnel and stakeholders.

Thank you very much, and we wish your office continued success in advancing quality education and public service.

Respectfully yours,


EVELYN CABRERA

Operations Manager

Philippine Continuing Professional Development Training Center Inc.



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PROGRAM MATRIX

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.



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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



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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 <i>Principal I Department of Education- Tagulod High School Master of Arts in Educational Management</i>
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 <i>Principal I Department of Education- Tagulod High School Master of Arts in Educational Management</i>
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 <i>Principal I Department of Education- Tagulod High School Master of Arts in Educational Management</i>
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	<i>Facilitator</i>
4:00 – 5:00	Reflection, Open Forum, and Synthesis	Consolidate key insights and identify opportunities for digital innovation in the workplace	Ms. Archilyn Semanero <i>Principal I Department of Education- Tagulod High School Master of Arts in Educational Management</i>



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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 <i>Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines</i>
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 <i>Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines</i>
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 <i>Chief Graduate School, Research and Extension Office/ Chair-Master of Arts in English Language Teaching Polytechnic University of the Philippines</i>
2:30 – 2:45	Health Break		
2:45 – 4:00	Workshop 2: Developing an Electronic Records	Design a records management framework suitable for	Facilitators



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

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 <i>Principal III Eusebio C. Santos Elementary School</i>
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 <i>Principal III Eusebio C. Santos Elementary School</i>
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 <i>Principal III Eusebio C. Santos Elementary School</i>
2:30 – 2:45	Health Break		



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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

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



PHILIPPINE
CONTINUING
PROFESSIONAL
DEVELOPMENT



TEACHER'S CAMP BAGUIO CITY

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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