



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



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DepEd-Division  
of Batangas

ICT SECTION

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In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
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**BEYOND THE DESK: MASTERING MODERN  
OFFICE MANAGEMENT**

The **Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines** will be conducting a 2-day in-person training program that will enrich essential skills and knowledge to excel in modern office management at the Polytechnic University of the Philippines (PUP) Sta. Mesa Campus on March 20-21, 2025.

The sessions will be led by industry experts who will share practical insights and real-world examples.

Attached hereto is the training details of the said activity.

For information and guidance.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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REPUBLIC OF THE PHILIPPINES  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
**OPEN UNIVERSITY SYTEM**  
**Institute of Continuing Professional Development**



February 18, 2025

Dear Sir/Madam:

The Institute of Continuing Professional Development (ICPD) of the Polytechnic University of the Philippines cordially invites you and your agency to participate in our enriching 2-day in-person training program, "Beyond the Desk: Mastering Modern Office Management." This valuable learning experience will be held at the Polytechnic University of the Philippines (PUP) Sta. Mesa campus on March 20-21, 2025.

In today's dynamic work environment, administrative professionals play a crucial role in organizational success. "Beyond the Desk" is designed to equip you with the essential skills and knowledge to excel in modern office management.

This comprehensive training will cover key areas:

- Module 1: The Evolving Landscape of Office Management
- Module 2: Optimizing Office Organization and Workflow
- Module 3: Mastering Communication and Interpersonal Skills
- Module 4: Leveraging Technology for Enhanced Productivity
- Module 5: Budget Management and Resource Allocation
- Module 6: Problem-Solving and Decision-Making
- Module 7: Building a Positive and Productive Work Environment
- Module 8: Professional Development and Career Growth

Our sessions will be led by industry experts who will share practical insights and real-world examples. This is also an excellent opportunity to network with fellow professionals, expand your connections, and share best practices.

**Training Details:**

- Dates: March 20-21, 2025
- Venue: Polytechnic University of the Philippines (PUP) Sta. Mesa, Manila
- Registration Fee: P4,000.00

**Registration:**

To secure your spot in this valuable training program, please register online at:  
<https://forms.gle/vKP9UDUx5337Kghx5>

**Payment:**

For details on the online payment procedure,

[https://drive.google.com/\\_/1k39DLkn9443oOKR0047.../view...](https://drive.google.com/_/1k39DLkn9443oOKR0047.../view...)

We encourage you to register early as slots are limited. Don't miss this opportunity to "Level Up Your Admin Game!"

We look forward to welcoming you to "Beyond the Desk!"

Sincerely,

Dr. Desserie Maynes-Blanco  
ICPD Director

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