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ICT SECTION
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Advisory No. **196**, s. 2026
October 2, 2026
In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 39, s. 2009,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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3-DAY NATIONAL CAPACITY-BUILDING SEMINAR-WORKSHOP ON STRATEGIC HUMAN RESOURCE MANAGEMENT, DIGITAL GOVERNANCE, RECORDS ADMINISTRATION, AND SMART OFFICE TRANSFORMATION

The Philippine Continuing Professional Development Training Center Inc. will hold its 3-Day National 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, the activity aims to

1. examine current practices and emerging developments in strategic Human Resource (HR) management, records administration, digital governance, and smart office operations;
2. apply artificial intelligence (AI), 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 AI;
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.

Target participants include HR practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other concerned personnel. Interested participants may register through this link: https://forms.gle/AKLLjVmhiq59pt3VA.

Participation of schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 009, s. 2026, titled Guidelines on the Implementation of the Three-Term School Calendar in Basic Education and Activities, and DO 9, s. 2005, titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546, also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

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