



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF ESCALANTE CITY



October 6, 2026

ADVISORY

3-DAY NATIONAL CAPACITY-BUILDING SEMINAR-WORKSHOP ON STRATEGIC HUMAN RESOURCE MANAGEMENT, DIGITAL GOVERNANCE, RECORDS ADMINISTRATION, AND SMART OFFICE TRANSFORMATION

This Office disseminates the attached letter from the **Philippine Continuing Professional Development Training Center, Inc.** (PCPD Training Center Inc.), dated September 25, 2026 informing and encouraging personnel within SDO Escalante City to participate in the **3-day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation**, to be conducted through **face-to-face training 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"*, this 24-hour professional development 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 office delivery.

Participation shall be on a **voluntary basis** and should be undertaken in accordance with applicable policies and procedures, ensuring that there will be **no disruption of classes and official functions**.

In this regard, all interested personnel who may benefit from this professional development opportunities are encouraged to join.

Attached is the letter of **MS. EVELYN CABRERA**, Operations Manager, PCPDTCI, for your information and guidance.


PETER J. GALIMBA
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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**PHILIPPINE
CONTINUING
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TRAINING CENTER INC.**

Main Office Address:

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September 25, 2026

PETER O. GALIMBA (OIC)

Schools Division Superintendent

Department of Education

Schools Division Office of Escalante City

Subject: Request for the Issuance of an Advisory for the 3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation

Dear Sir/Madam:

Greetings of peace and good health unto you!

The **Philippine Continuing Professional Development Training Center Inc. (PCPD Training Center Inc.)** respectfully requests the issuance of an **Advisory** informing and encouraging concerned personnel within your Schools Division to participate in the **3-Day National Capacity-Building Seminar-Workshop on Strategic Human Resource Management, Digital Governance, Records Administration, and Smart Office Transformation**, to be conducted through **face-to-face training 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,"** this 24-hour professional development program is designed to strengthen competencies in strategic Human Resource management, digital governance, records administration, information security, data privacy, organizational leadership, and smart office transformation. 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.**

The three-day seminar-workshop aims to help participants:

- Examine current practices and emerging developments in strategic Human Resource management, records administration, digital governance, and smart office operations;
- Apply artificial intelligence, digital technologies, and appropriate automation tools to improve documentation, communication, personnel processes, workflow, and service delivery;



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- Strengthen competencies in strategic leadership, workforce management, change management, organizational development, and evidence-based decision-making;
- Apply appropriate practices in electronic records management, information governance, information security, data privacy, and responsible use of artificial intelligence;
- Use digital workplace systems and organizational data to improve productivity, accountability, accessibility, responsiveness, and organizational performance; and
- Develop an actionable and sustainable Organizational Digital Transformation and Smart Office Improvement Plan addressing an actual personnel, records-management, administrative, communication, workflow, information-management, or service-delivery concern in their respective organizations.

The program will feature expert-led discussions, demonstrations, case analyses, workshops, collaborative activities, reflection sessions, and action planning. Participants will also be given the opportunity to develop and present an Organizational Digital Transformation and Smart Office Improvement Plan as a culminating output of the training.

In this regard, we **respectfully seek your assistance in issuing an advisory** to inform and encourage **Human Resource practitioners, records and administrative officers, office managers, department heads, supervisors, information technology personnel, customer service personnel, educators, and other concerned professionals involved in personnel management, records administration, organizational leadership, office operations, and service delivery** to participate in this professional development program, subject to existing policies and applicable regulations.

Participation shall be on a **voluntary basis** and should be undertaken in accordance with applicable policies and procedures, ensuring that there will be **no disruption of classes and official functions**.

Attached for your reference are the following documents:

1. **Program Matrix – ANNEX A**
2. **Training Brochure/Flyer – ANNEX B**
3. **Registration Information/Fee – ANNEX C**

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 professional development, digital transformation, effective organizational management, and quality public service.



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We remain hopeful for your favorable consideration 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.