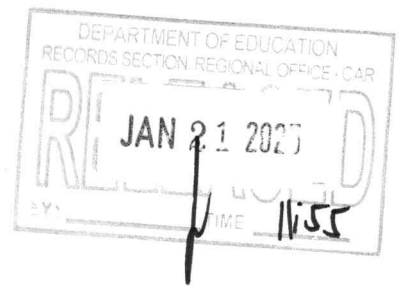




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



20 January 2025

**REGIONAL MEMORANDUM**

No. 039.2025

**EXTERNAL PROFESSIONAL DEVELOPMENT (PD) OPPORTUNITIES  
FOR NON-TEACHING PERSONNEL**

To: All Schools Division Superintendents  
All Regional Functional Division Chiefs  
All Other Concerned  
All Divisions

1. In line with the Department's commitment to fostering a culture of continuous learning and professional growth, this Office presents the **List of External PD Opportunities** based on the needs presented in previous PD needs assessments.
2. These opportunities are designed to address the development of functional competencies, core skills, core behavioral and leadership skills, ensuring that personnel are equipped to meet the evolving demands of public service.
3. To align professional development with individual and organizational goals, personnel are required to identify and include such in the **Individual Performance and Development Plan (IPDP)**. These needs will subsequently be incorporated into the **Office Learning Plan** of the Functional Division/ Schools Division Office.
4. The title of the PD activity, target participants and training mechanics are provided in Enclosure 1 for reference. Approval of other activities not covered in the enclosure will be subject to the availability of funds at each governance level, with prioritization observed in cases of limited resources.
5. RO Chiefs and Section or Unit Heads, and SDO SDS shall submit the nomination of participants using the template in Enclosure 2 **before January 30, 2025** via [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph). Subsequent memorandum shall be issued covering the final participants and schedules upon finalization of slots and coordination with the external providers.
6. Training expenses shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDntp) Fund while travel expenses shall be charged to local funds, both subject to existing accounting and auditing rules and regulations.
7. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

HRDD/RCA/LbL – RM External PD Opportunities  
January 20, 2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph) <https://depedcar.ph>



Certificate No. PHP-QMS  
24 83 0152

**List of External Professional Development Opportunities**

<b>PROVIDER</b>	<b>PD ACTIVITY</b>	<b>REGISTRATION FEE AND MODALITY</b>	<b>COMPETENCY/ SKILLS AND TARGET PARTICIPANTS</b>
Civil Service Commission – CAR	The Power of Purpose: Aligning Mission with Public Service Values	FREE 3 Hours, Virtual via Zoom	Leadership Unit/ Section Heads
	Supervisory Development Course (SDC) Track 1	6,400.00 32 hours, Virtual via Zoom	Leadership Unit/ Section Heads
	Starting Right: Onboarding for New Employees (ONE) in Public Service	3,200.00 16 hours, Virtual via Zoom	Core Behavioral/ Foundation Newly-hired personnel
	Beyond Pronouns: Embracing Gender Fair Language in the Workplace	FREE 1 Hour, Virtual via Zoom	Core Behavioral/ Foundation
	Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)	3,200.00 16 hours, Virtual via Zoom	Functional/ Technical Personnel with Assigned Committees/ Designations related to the topic
	Seminar on Procedures on Appointments Processing and other HR Actions (ORAOHRA)	3,200.00 16 hours, Virtual via Zoom	Functional/ Technical Personnel with Assigned Committees/ Designations related to the topic
	Basic Customer Service Skills Training (BCSST)	3,200.00 16 hours, Virtual via Zoom	Core Behavioral/ Foundation Frontline personnel
	Supervisory Development Course (SDC) Tracks 2 & 3	8,000.00 40 hours, Virtual via Zoom	Leadership Unit/ Section Heads
	Leadership through Change: Creating Resilient Organizations	200.00 3 Hours, Virtual via Zoom	Leadership Unit/ Section Heads
	Public Service Ethics and Accountability (PSEA)	3,200.00 16 hours, Virtual via Zoom	Core Behavioral/ Foundation Newly-hired personnel
	Beyond Expectations: Creating a Service Excellence Environment in the Workplace	FREE 2 Hours, Virtual via Zoom	Core Behavioral/ Foundation Newly-hired personnel
	Supervisory Development Program (SDP) Module 1: Achieving Leadership Effectiveness	3,200.00 16 hours, Virtual via Zoom	Leadership Unit/ Section Heads

PROVIDER	PD ACTIVITY	REGISTRATION FEE AND MODALITY	COMPETENCY/ SKILLS AND TARGET PARTICIPANTS
	Leave Administration Course for Effectiveness (LACE)	3,200.00  16 hours, Virtual via Zoom	Functional/ Technical  Personnel with Assigned Committees/ Designations related to the topic
<b>Government Procurement Policy Board (GPPB-TSO)</b>	Procurement in Transition: Aligning with the NGPA  designed to guide procurement practitioners through the New Government Procurement Act (RA 12009). It focuses on understanding new provisions, updates, and their practical implications to ensure compliance and effective procurement practices.	2,000.00  2 days, <b>In-Person</b>	Functional/ Technical  Personnel with Assigned Committees/ Designations related to the topic
	Strategic Procurement Skills: From Planning to Compliance  covers the end-to-end procurement cycle, equipping participants with skills to develop strategic procurement plans and ensure compliance with regulations while achieving organizational goals.	TBA  Online	Functional/ Technical  BAC, BAC Secretariat, TWG, and End-Users with at least basic training in procurement
	Optimizing Supply Chain Performance  specialized training that focuses on supply chain optimization strategies, this program helps participants improve efficiency, reduce costs, and build resilience in procurement operations.	TBA  Online	Functional/ Technical  BAC, BAC Secretariat, TWG, End-Users, Supply Officers, and Property Officers
	Enhancing Procurement Expertise  deepens expertise in advanced procurement techniques, risk management, and innovative procurement solutions.	TBA  Online	Functional/ Technical  BAC, BAC Secretariat, TWG, End-Users from NGAs, GOCCs, GFIs, SUCs, and LGUs <b>with more than a year experience in procurement</b> and have <b>attended more than one (1) procurement training for the last 2 years</b> , one of which is a basic or foundation training in procurement
	Basic GAD Concepts and Sexual Orientation, Gender	TBA	Functional/ Technical

<b>PROVIDER</b>	<b>PD ACTIVITY</b>	<b>REGISTRATION FEE AND MODALITY</b>	<b>COMPETENCY/ SKILLS AND TARGET PARTICIPANTS</b>
Philippine Commission on Women	Identity and Expression and Sex Characteristics (SOGIESC)	Online	Personnel with Assigned Committees/ Designations related to the topic
	Gender Mainstreaming Concepts and Policy Imperatives with Gender Analysis		
	Use of the HGDG Tool in Mainstreaming Gender Elements in the Project Development Cycle		
	GAD Agenda		
	GAD Planning and Budgeting for NGAs		
	GAD Database		

Enclosure 2 to RM No. 039.0005

**Nomination Form**

<b>Title of Training:</b>		
<b>DIVISION/ SECTION/ UNIT:</b>		
<b>RECOMMENDED PARTICIPANTS</b>	<b>ENDORSEMENT OF PARTICIPANTS</b> <i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>	<b>SIGNATURE OF CONFORMANCE</b> <i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor)</i>
<b>Names of Personnel:</b>	<b>Position/ Designation</b>	
Please return this Form to the HRDD before January 30, 2025	The training mentioned above addresses the needs identified in the Individual Professional Development Plan of the personnel, as well as the needs based on their new designation or committee assignment.  _____ Unit/ Section Head or FD Chief	The signature above signifies the personnel's conformance to the following training obligations:  1. Effective task management to allow undivided attention during the online session (This includes arrangements with the immediate supervisor prior training); 2. Submission of complete output before December 11, 2025; and 3. Application of L&D learning in the workplace