



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION  
SDO-Iriga City RECORDS SECTION

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21 APR 2026  
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20 April 2026

**DIVISION MEMORANDUM**

No. 199, s. 2026

**FY 2026 LINANG PROGRAM: EXTERNAL LEARNING AND DEVELOPMENT INTERVENTION (ELDI) FOR DEPED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
OIC Public Schools District Supervisors  
Elementary and Secondary School Heads  
Division Office Section Heads  
Division and School-Based Non-Teaching Personnel  
All Others Concerned

1. This is in reference to DepEd Memorandum DM-OUHRODI-2026-1122 titled: **Registration to the FY 2026 LINANG PROGRAM: External Learning and Development Intervention (ELDI) For DepEd Non-Teaching Personnel** designed to strengthen core, functional, and leadership competencies in support to the Department's mandate under the FY 2026 Learning Interventions for Navigating Advancements and Nurturing Growth (LINANG) Program.
2. The availment of ELDI is open to all **permanent, contractual, and co-terminus** First and Second level non-teaching personnel (SG-24 and below) in the division office and schools handling administrative, technical, and/or supervisory positions. All interested and qualified personnel are enjoined to participate in the programs to maximize professional growth and enhance public service delivery.
3. Attached in this memorandum are the comprehensive list of ELDI Program Offerings (Annex A) and ELDI Registration Procedures and Guidelines (Annex B).
4. Each interested employee shall be allowed to participate in only one (1) ELDI program/course offered by anyone of the identified external LSPs. For Disprz, however, confirmed participants may participate in any of the available self-paced e-learning programs/courses once given access to the platform.
5. Online application form can be accessed through this link: <https://tinyurl.com/FieldELDI2026PreRegistration> using DepEd email address until **April 24, 2026, 12:00p.m.** only. The BHROD-HRDD shall close the pre-registration when the slots have already been filled or when the external LSP has already closed the registration.



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6. All forms and templates can be found through this link:  
<https://tinyurl.com/FieldELDI2026Forms>.

7. Please see attached Memorandum DM-OUHRODI-2026-1122 for the complete details and guidelines.

8. For any concerns or clarifications, kindly contact Ms. Sharon C. Saldo, Education Program Specialist II of the Human Resource Development Section through email at [sharon.saldo@deped.gov.ph](mailto:sharon.saldo@deped.gov.ph).

9. Immediate dissemination of this Memorandum is desired.

for:  
**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC-Schools Division Superintendent

  
**MAYLANI L. GALICIA**  
Assistant Schools Division Superintendent

Encls:  
As Stated.

To be indicated in the Perpetual Index  
under the following subjects:

LEARNING AND DEVELOPMENT    NON-TEACHING PERSONNEL

SGOD-HRDS/sacs  
20/04/2026



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

## MEMORANDUM

DM-OUHRODI-2026-1122

**FOR: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
PERSONNEL DEVELOPMENT COMMITTEE  
ALL OTHERS CONCERNED**

**FROM: WILFREDO E. CABRAL**  
*Undersecretary  
Human Resource and Organizational Development and Infrastructure*

**SUBJECT: REGISTRATION TO THE FY 2026 LINANG PROGRAM: EXTERNAL  
LEARNING AND DEVELOPMENT INTERVENTIONS (ELDI) FOR  
DEPED NON-TEACHING PERSONNEL**

**DATE: 07 April 2026**

In line with the Department of Education's (DepEd) commitment to continuous professional development of its personnel, this Office announces the conduct of various **External Learning & Development Interventions (ELDI)** for FY 2026, offered by external Learning Service Providers (LSPs). These interventions are open to all First and Second level **non-teaching personnel** (NTP) in the DepEd Regional Offices (ROs), Schools Division Offices (SDOs), and schools holding **permanent, contractual, or co-terminus** employment status.

These ELDIs are designed to strengthen **core, functional, and leadership competencies** in support to the Department's mandate under the FY 2026 *Learning Interventions for Navigating Advancements and Nurturing Growth (LINANG) Program*.

In this regard, heads of offices are enjoined to support and encourage the participation of their personnel in these programs to maximize professional growth and enhance public service delivery.

A comprehensive list of ELDI Program Offerings (**Annex A**) and ELDI Registration Procedures & Guidelines (**Annex B**) are enclosed in this memorandum.

For any concerns or clarifications, kindly contact **Mr. Siljohn Rey Salazar** of the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and guidance.

[BHROD-HRDD/L&D Unit]

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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**ANNEX A**

**ELDI PROGRAM OFFERINGS**

**Note:** The BHROD-HRDD reserves the right to close the pre-registration deadline earlier or extend the same as the Office deems necessary.

**A. ELDI for Core Competencies**

- Eligible field employees: **permanent, contractual, and co-terminus** (SG-24 and below) **non-teaching personnel**
- Pre-registration Deadline: **April 24, 2026, 12:00 p.m.**

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
<b>Professionalism and Service Orientation</b>					
1.	W.A.V.E. Program: Work Attitude & Values Enhancement	<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Work Values and Ethics</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	The Work Attitude and Values Enhancement program is designed to equip participants with essential knowledge, insight and life skills to develop a positive work attitude, foster a strong work ethic, and enhance their personal and professional values within the workplace. This program aims to empower individuals to cultivate a productive and harmonious work environment, leading to increased job satisfaction and career success.	<i>Online:</i> May 26, 2026 August 19, 2026 October 14, 2026
2.	Personality Development & Image Enhancement	<ul style="list-style-type: none"> <li>• Professionalism</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-">https://businessmaker-</a>	This one-day workshop is designed to elevate participants' personal and professional presence by exploring the key principles of personality development and	<i>Online:</i> October 19, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			<a href="https://academy.com/training-schedule/">academy.com/training-schedule/</a>	image enhancement. Grounded in research-based frameworks, the workshop lessons will guide participants through critical concepts such as self-awareness, emotional intelligence, and the power of personal branding. These elements are essential for creating a lasting, positive impression in both personal and professional settings.	
3.	Basic Customer Service Skills (BCSS)	<ul style="list-style-type: none"> <li>Service Orientation</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxkHstyttx8hJobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qxkHstyttx8hJobFcC2o_G5sYy2L/view</a>	The course is designed to enhance the competencies of all government employees in providing customer services that are attuned to the existing statutory, as well as CSC laws, rules and regulations with the aim of providing excellent public service delivery.	<i>Online:</i> July 3, 2026
<b>Communication Skills</b>					
4.	Public Impact: Effective Communication for Government Professionals ( <i>Intermediate Level</i> )	<ul style="list-style-type: none"> <li>Oral and written communication</li> <li>Presentation skills</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program is designed to empower government professionals with the communication tools needed to make a lasting impact in public service. Participants will	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				<p>learn how to craft clear, persuasive messages, deliver presentations with confidence, and engage diverse audiences effectively. Through practical exercises, real-world examples, and expert guidance, this course will enhance participants' ability to communicate policies, present data, and articulate ideas in a way that resonates with the public and stakeholders.</p> <p>By the end of the program, attendees will be equipped to navigate the complexities of public communication with greater ease and influence.</p>	
5.	Technical Writing Fundamentals	<ul style="list-style-type: none"> <li>Written Communication</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course is designed to equip participants with the essential skills to transform complex technical information into content that is accessible, actionable, and professional.	<i>Online:</i> June 29-30, 2026 September 24-25, 2026 November 12-13, 2026
6.	Business Writing & Online Etiquette	<ul style="list-style-type: none"> <li>Written and Digital Communication</li> </ul>	Businessmaker Academy	Digital Communications provides business practitioners with a quick and	<i>Online:</i> June 8, 2026 August 25, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	easy way of corresponding with one another. Although convenient to use, ignoring etiquette can lead to misunderstanding and miscommunication. This course provides business writing and etiquette guidelines across various electronic media and devices. It provides practice sessions for different business scenarios that will help you send the right message in the digital world.	December 1, 2026
7.	Assertive Communication	<ul style="list-style-type: none"> <li>• Oral communication</li> <li>• Presentation skills</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This training program provides participants with the essential skills and strategies to express themselves confidently, effectively communicate their messages with a sense of urgency, set boundaries and navigate challenging workplace situations with clarity and respect. Participants will learn the importance of assertive communication to foster a culture of open dialogue, to enhance teamwork and to resolve conflicts constructively.	<i>Online:</i> May 25, 2026 Sept. 14, 2026 December 7, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
<b><i>Personal Effectiveness and Self-Management</i></b>					
8.	Empower within: cultivating self-mastery for a balanced life	<ul style="list-style-type: none"> <li>• Personal Effectiveness</li> <li>• Self-Management</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program helps individuals build self-mastery and balance in their personal and professional lives. Participants will gain practical tools for self-management, goal setting, emotional maturity, resilience, and effective prioritization to support personal growth and a more balanced approach to work and life	May 1, 2026 onwards
9.	Mastering Self-Management: Strategies for Personal and Professional Growth	<ul style="list-style-type: none"> <li>• Self-Management</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program is designed to help individuals develop strong self-management skills to enhance both personal and professional success. Participants will explore the key concepts of self-management and self-mastery, learning how to set clear personal goals and align them with their developmental needs. The course also focuses on improving emotional maturity, fostering enthusiasm for achieving higher objectives, and mastering the art of prioritizing tasks and	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				managing schedules using various effective tools and strategies. By the end of the program, attendees will be equipped with practical skills to better manage their time, emotions, and personal growth for sustained success in all areas of life.	
10.	Time, Productivity & Stress Management	<ul style="list-style-type: none"> <li>• Personal Effectiveness</li> <li>• Time Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides you with techniques, tools and hacks for better work-life balance. It helps participants assess their current mental and emotional state of mind. It also shows good daily habits and action steps to help participants deal with timewasters and causes of stress to achieve a happy, healthy and productive life.	<i>Online:</i> June 17, 2026 September 11, 2026 November 9, 2026
<b>Attention to Detail and Critical Thinking</b>					
11.	Mastering Attention to Detail: Techniques for Enhanced Focus and Prevision	<ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Critical thinking</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program is designed to help professionals develop and refine their attention to detail, an essential skill for achieving accuracy and excellence in the workplace. Participants will be introduced to the fundamental concepts of attention to detail, including an understanding of cognitive	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				processes that impact observation and focus. The course will provide practical strategies for improving observation skills, enhancing concentration, and incorporating attention to detail into daily routines. By the end of the program, attendees will be equipped with the tools and techniques to maintain high levels of precision and accuracy in all their tasks, contributing to greater personal and professional success.	
<b>Innovation and Creativity</b>					
12.	Fostering Innovation and Creativity in the Government Sector	<ul style="list-style-type: none"> <li>• Innovation</li> <li>• Creativity</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This course equips government professionals with practical tools and strategies to drive innovation and creativity in their organization. Participants will learn how to generate ideas, foster a culture of creativity, and apply innovative solutions to improve public sector efficiency, responsiveness, and impact.	May 1, 2026 onwards
<b>Gender Sensitivity and Mainstreaming</b>					
13.	Gender and Development: Principles, Practices, and	<ul style="list-style-type: none"> <li>• Gender Sensitivity and Mainstreaming</li> </ul>	Disprz ( <i>self-paced e-learning</i> )	This program is designed to enhance participants' understanding of gender and	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
	Mainstreaming in the Workplace		Link: <a href="https://tinyurl.com/DisprzELearninGCourses2026">https://tinyurl.com/DisprzELearninGCourses2026</a>	development (GAD) and the principles of gender mainstreaming within the workplace. It covers key concepts and principles of GAD, including relevant laws and issuances that guide gender equality and inclusivity in the public and private sectors. Participants will learn how to effectively work in a gender-diverse environment, develop gender sensitivity, and raise awareness to create a more inclusive and equitable workplace.	
<b>Digital Literacy and ICT Skills</b>					
14.	Mastering Microsoft Office: Comprehensive Online Training Program for All Skill Levels: a. Basic b. Intermediate c. Advanced	<ul style="list-style-type: none"> <li>• ICT Proficiency</li> <li>• Office Productivity Skills</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearninGCourses2026">https://tinyurl.com/DisprzELearninGCourses2026</a>	This training is designed to strengthen the digital productivity skills of DepEd professional staff in support of ongoing digital transformation initiatives. The program covers essential and practical applications of Microsoft Office 365, including Word, Excel, PowerPoint, Teams, Outlook, and Forms, while also building capability in data analysis, visualization, digital	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				collaboration, and responsible use of technology.	
15.	Digital Literacy for the Workplace	<ul style="list-style-type: none"> <li>• Digital literacy</li> <li>• Critical thinking</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	As technology changes swiftly, we need to adapt and learn to use digital tools and platforms effectively and safely. This program shows participants how some of the most popular apps can be used for different work applications, but more importantly, combine these with the ability to think critically on how to use these effectively, safely and responsibly in the workplace. We seek to empower participants to find solutions to simple tech issues and increase self-reliance by upskilling for Digital Literacy.	<i>Online:</i> June 15-16 October 27-28, 2026
16.	Microsoft Excel for Basic & Intermediate Users	<ul style="list-style-type: none"> <li>• ICT Proficiency</li> <li>• Data Analysis</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This training program provides you with the fundamental competencies for Microsoft Excel. <b>Basic Microsoft Excel</b> teaches you how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and	<i>Online:</i> July 16, 2026 October 5, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				<p>situations. Basic skill sets are discussed in more detail, exploring at a higher-level different option that can be applied for that skill set.</p> <p><b>Intermediate Microsoft Excel</b> is designed for learners who want to expand their knowledge in Improving, Formatting, Organizing Data and Highlighting Key Information and Key Formulas / Links between sheets. The course advances the user's knowledge of functions, demonstrate how to manage data with excel and explore the dashboard feature of Excel.</p>	
17.	Microsoft Excel for Advanced Users	<ul style="list-style-type: none"> <li>• ICT Proficiency</li> <li>• Data Analysis</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This 2-day hands on course will provide you with the knowledge of more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.	<i>Online:</i> May 18, 2026 August 3, 2026 November 16, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
<b>Data and Records Management</b>					
18.	Data Integrity: Enhancing Data and Records Management for Government Professionals	<ul style="list-style-type: none"> <li>Data and Records Management</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program equips government professionals with essential skills in data and record management, with a focus on accuracy, security, compliance, and accessibility. Participants will learn practical strategies for organizing, storing, and protecting information to support efficient operations, transparency, and accountable governance in an increasingly digital environment.	May 1, 2026 onwards
19.	Office Files & Records Management	<ul style="list-style-type: none"> <li>Records Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This workshop helps you effectively organize and manage office files, records and workspace to improve your work environment. It provides creative solutions for managing office chaos, with space and time saving techniques that you can immediately apply.	<i>Online:</i> June 4, 2026 August 11, 2026 October 27, 2026

**B. ELDI for Functional Competencies**

- *Eligible field employees:* **permanent, contractual, and co-terminus** (SG-24 and below) **non-teaching personnel**
- *Pre-registration Deadline:* **April 24, 2026, 12:00 p.m.**

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
<b><i>Human Resource and Organizational Development and Management</i></b>					
1.	Flourish at Work: Comprehensive Employee Development and Care	<ul style="list-style-type: none"> <li>• Employee Welfare Management</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program helps employees grow professionally while supporting their overall well-being. Participants will gain practical tools for skill development, goal setting, career planning, stress management, work-life balance, and maintaining a positive mindset for sustained success.	May 1, 2026 onwards
2.	Training & Development Competency Needs Analysis	<ul style="list-style-type: none"> <li>• Learning &amp; Development (L&amp;D) Analysis</li> </ul>	People Management Association of the Philippines  Link: <a href="https://pmap.org.ph/training-events/">https://pmap.org.ph/training-events/</a>	The course is a 2-day workshop on the process of analyzing competency needs of learners as inputs to correctly designing and developing T&D courses and other learning interventions. It provides standards, guidelines, and instructions on how to correctly do CNA in organizations. It advances the strategic competency-based approach to CNA.	<i>Online:</i> May 13-14, 2026
3.	HR Management Educational Series:	<ul style="list-style-type: none"> <li>• L&amp;D Analysis, Planning</li> </ul>	Businessmaker Academy	This course will help participants plan and prepare measurable and effective	<i>Online:</i> May 20, 2026 July 15, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
	Training & Development Management	<ul style="list-style-type: none"> <li>L&amp;D Monitoring &amp; Evaluation</li> </ul>	Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	competency-oriented learning programs to increase the level of knowledge, skills, behavior and performance of employees, with guidelines on Training Needs Analysis, Training Plan, Evaluation and ROI Measurement.	Sept. 16, 2026 Oct. 21, 2026
4.	HR Management Educational Series: Recruitment Management	<ul style="list-style-type: none"> <li>Recruitment, Selection, and Placement</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Using a blend of theory and practical exercises, this course will equip participants with the skills necessary to enable them to better assess a candidate's work capabilities and organizational fit. It also offers various techniques for motivating and retaining talents that can drive their organization's competitive advantage.	<i>Online:</i> May 13, 2026 July 8, 2026 September 9, 2026 October 14, 2026
5.	Talent Management & Retention	<ul style="list-style-type: none"> <li>Recruitment, Selection, and Placement</li> <li>Employee Retention</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides you with a framework for Effective Talent Management. It offers you key concepts with program ideas geared towards finding the best talents and keeping them engaged.	<i>Online:</i> October 15-16, 2026
6.	Digital Recruitment & Company Reputation Management	<ul style="list-style-type: none"> <li>Recruitment, Selection, and Placement</li> </ul>	Businessmaker Academy	This course explores different avenues where the recruitment officer can find, attract and reach their target	<i>Online:</i> July 9-10, 2026 October 5-6, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	job applicants. It gives you the know-how to use online tools, create recruitment campaigns to hire the best people and manage the organization's reputation for better recruitment.	
7.	Competency-Based Interview & Assessment	<ul style="list-style-type: none"> <li>Recruitment, Selection, and Placement</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	The selection process in companies is a crucial part of hiring talents. Majority of the selection process involves two main methods: Interview and Testing. These two primary techniques are also the most powerful way of identifying a potential star performer in the company. In this course, we take a deeper look at how job interviewing and employment tests influence the hiring decision of an organization. The course focuses on the technical and practical aspects of these two methods of selection.	<i>Online:</i> September 3-4, 2026
8.	Seminar-Workshop on Policies and Procedures on Appointments (PPA)	<ul style="list-style-type: none"> <li>Recruitment, Selection, and Placement</li> <li>Human Resource Management</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR) Link: <a href="https://drive.google.com/file/d/1fSi3qxkH">https://drive.google.com/file/d/1fSi3qxkH</a>	The PPA is a two-day Seminar-Workshop (SW) that will enable the participants to gain or update their knowledge and understanding of the	<i>Online:</i> June 24-25, 2026 August 27-28, 2026 October 27-28, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			<a href="https://businessmaker-academy.com/training-schedule/">styttx8hJobFcC2o_G5sYy2L/view</a>	policies and procedures on appointments and other human resource actions. It is also aimed at enhancing their skills on appointment processing consistent with the Omnibus Rules on Appointments and Other Human Resource Actions.	
9.	Onboarding & Employee Engagement	<ul style="list-style-type: none"> <li>• Induction/Onboarding</li> <li>• Employee Engagement</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course will guide you in creating and implementing a sound onboarding program. It will also provide you with different employee engagement strategies and best practices to keep your talents on board.	<i>Online:</i> July 23, 2026 November 25, 2026
10.	HR Management Educational Series: Performance Management	<ul style="list-style-type: none"> <li>• Performance Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course will provide you with the key concepts for managing employee performance and practical guidelines for enhancing both individual and team productivity. It will present various tools and techniques for monitoring your employees' progress to ensure alignment with and fulfilment of your organization's goals.	<i>Online:</i> June 3, 2026 July 22, 2026 September 23, 2026 October 28, 2026
11.	KRAs & KPIs Development & Implementation	<ul style="list-style-type: none"> <li>• Performance Management</li> </ul>	Businessmaker Academy	Leaders and Managers need to clearly define goals, objectives and performance indicators	<i>Online:</i> June 18-19, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
		<ul style="list-style-type: none"> <li>Job Analysis &amp; Evaluation</li> </ul>	Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	that they will use to assess and improve the performance of their team, department or the whole organization. This program will guide participants in using the Key Result Area (KRA) and Key Performance Indicator (KPI) frameworks, as well as in implementing and monitoring these performance elements more effectively.	November 5-6, 2026
12.	Professional Operations HR	<ul style="list-style-type: none"> <li>Human Resource Administration</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides practical guidelines on how to professionally manage the day-to-day operations of your organization's HR department. It illustrates standard operating procedures of the different functions of the Human Resource Department from recruiting, managing, monitoring, disciplining and dismissing employees. It provides best practices in documentation for HR purposes. It focuses on the administrative work in Human Resources.	<i>Online:</i> June 16-17, 2026 October 8-9, 2026
13.	Organization Development	<ul style="list-style-type: none"> <li>Organizational Development</li> </ul>	Businessmaker Academy	This course explains the strategies involved in leading	<i>Online:</i> May 28-29, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	an organization-wide response to change that is intended to transform the beliefs, attitudes, values, and structure of an organization so that it can better adapt to new technologies, markets, challenges, and the dizzying rate of change itself. Participants will explore organizational development processes and programs that will bring about a particular kind of result that is beneficial for the organization and its people.	November 11-12, 2026
14.	Organization Development: WHATs and HOWs	<ul style="list-style-type: none"> <li>Organizational Development</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qpkHstyttx8hlobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qpkHstyttx8hlobFcC2o_G5sYy2L/view</a>	This course provides a clear, practical introduction to Organization Development (OD)—what it is and how it works. Participants explore the core concepts, processes, and tools used to understand organizations and support effective change. By the end, learners gain a solid foundation in OD principles and basic methods for improving organizational health and performance.	<i>Online:</i> June 9-10, 2026 September 23-24, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
15.	Creating Work-Life Balance Policies and Programs	<ul style="list-style-type: none"> <li>Employee Welfare Management</li> </ul>	People Management Association of the Philippines  Link: <a href="https://pmap.org.ph/training-events/">https://pmap.org.ph/training-events/</a>	This two-day workshop on Creating Work-Life Balance Policies and Programs is designed to help HR professionals, managers, and organizational leaders develop effective strategies to promote work-life balance within their organizations. The workshop will cover the theoretical foundations of work-life balance, the benefits of promoting it, and practical steps for designing, implementing, and evaluating policies and programs. Participants will engage in interactive sessions, case studies, and group discussions to learn best practices and create customized work-life balance solutions tailored to their organizational needs.	<i>Online:</i> May 14-15, 2026
16.	Gender Equality, Disability and Social Inclusion (GEDSI) for Public Servants	<ul style="list-style-type: none"> <li>Diversity, Equity, and Inclusion (DEI)</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	The Forum aims to appreciate and acknowledge the commendable efforts and perseverance of men and women, GAD and SOGIESC advocates in the country and abroad who continuously act as forerunner of change in the	<i>Online:</i> July 15-16, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				organization, environment and society, as a whole, supporters of the campaign in achieving a compassionate and harmonized networks toward closing gender gaps.	
17.	HR Management Educational Series: Compensation & Benefits Management	<ul style="list-style-type: none"> <li>• Compensation &amp; Benefits Management</li> <li>• Job Analysis &amp; Evaluation</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course will guide participants in designing and managing a compensation and benefits program which is geared towards motivating and retaining good employees. Participants will likewise be introduced to the essential processes in compensation, such as job analysis, job evaluation, salary structure design, and payroll.	<i>Online:</i> June 10, 2026 July 29, 2026 September 30, 2026 December 2, 2026
18.	Leave Administration Course for Effectiveness (LACE)	<ul style="list-style-type: none"> <li>• Benefits Administration</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxkHstyttx8hlobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qxkHstyttx8hlobFcC2o_G5sYy2L/view</a>	The Course aims to provide necessary insights to government employees on the various CSC laws, rules and regulations on leave as well as guide the Human Resource Management Officers and other HRM practitioners on how to properly apply the various CSC laws, rules and regulations on leave to certain situations observed in the agency.	<i>Online:</i> May 28-29, 2026 October 20-21, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
19.	5S & 7S Method for Workplace Improvement	<ul style="list-style-type: none"> <li>Work Processes and Services Facilitation and Improvement</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course introduces participants to the Japanese 5S+2S principles of work environment improvement. Participants will learn how to apply these methods in the areas of Workplace Organization, Good Housekeeping, and Visual Communication Management, which will result in better efficiency, less waste, fewer accidents, and promote a healthier working environment and culture.	<i>Online:</i> August 20, 2026 December 9, 2026
<b>Accounting &amp; Public Financial Management</b>					
20.	Strategic Financial Management: Optimizing Public Funds and Resources	<ul style="list-style-type: none"> <li>Public Financial Management</li> <li>Fiscal Planning and Budget Allocation</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzElearningCourses2026">https://tinyurl.com/DisprzElearningCourses2026</a>	This program equips government professionals with essential skills in public financial management. Participants will learn financial reporting, accounts management, fiscal planning, budget allocation, and the use of technology to improve transparency, efficiency, and decision-making in managing public resources.	May 1, 2026 onwards
21.	Financial Statement Analysis	<ul style="list-style-type: none"> <li>Financial Analysis</li> </ul>	Businessmaker Academy	Effective financial analysis is crucial for making informed	<i>Online:</i> August 20, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
		<ul style="list-style-type: none"> <li>Preparation and Interpretation of Financial Reports</li> </ul>	Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	strategic and operational decisions. This training provides participants with a practical guide for financial statement analysis. Designed for non-accountants, attendees will learn how to read, understand and interpret financial data, identify key performance indicators, and assess financial health to support sustainable growth and compliance for their organization.	December 10, 2026
<b>Auditing</b>					
22.	Audit Pro: Elevating Standards in Quality Assurance	<ul style="list-style-type: none"> <li>Managing Audit Performance</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzElearningCourses2026">https://tinyurl.com/DisprzElearningCourses2026</a>	This program strengthens auditing standards by building skills in audit quality improvement, investigation, and research. Participants will learn practical techniques to enhance audit accuracy, ensure compliance, and contribute to higher levels of quality assurance and excellence in their organizations.	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
23.	Internal Audit & Control	<ul style="list-style-type: none"> <li>• Maintaining Effective Audit Services</li> <li>• Managing Audit Performance</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Robust internal audit practices and controls are vital for integrity and compliance in all organizations. This training provides a comprehensive overview of internal audit practices tailored to the Philippine business landscape. Participants will learn key audit processes, control frameworks, and regulatory considerations which will empower them to strengthen internal controls, detect risks, and promote organizational accountability. The course combines theoretical principles with practical applications relevant to Philippine-based organizations.	<i>Online:</i> May 21-22, 2026 September 10-11, 2026
<b>Education Support</b>					
24.	The Learning Matrix: Integrating Curriculum Design and Resources	<ul style="list-style-type: none"> <li>• Curriculum Design and Development</li> <li>• Learning Resource Development and Quality Assurance</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program is designed to equip educators and instructional designers with the skills and knowledge to create effective and engaging curricula. Participants will explore the principles of curriculum design, learning	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
		<ul style="list-style-type: none"> <li>Digital and Print Learning Resource Management</li> </ul>		<p>how to structure educational content to meet diverse learner needs and align with educational standards.</p> <p>The program emphasizes the integration of curriculum with various learning resources, providing strategies to select, develop, and utilize materials that enhance the learning experience. Attendees will learn to balance traditional and digital resources, incorporate multimedia elements, and adapt to resources to different leaning environments.</p>	
25.	Advanced Technical Competencies for Education Professionals	<ul style="list-style-type: none"> <li>Curriculum Development</li> <li>Digital Literacy in education</li> <li>Policy Analysis</li> <li>Program Development</li> <li>Risk Management</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This program strengthens the technical skills needed for effective education management and leadership. Participants will build competencies in program development, financial management, policy analysis, strategic planning, risk management, quality assurance, curriculum development, and the use of digital tools to support	May 1, 2026 onwards

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				informed decision-making and educational success.	
<b><i>Policy Development and Program Management</i></b>					
26.	Strategic Governance: Shaping Policies for Impactful Outcomes	<ul style="list-style-type: none"> <li>• Policy Analysis</li> <li>• Monitoring and Evaluation</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzElearningCourses2026">https://tinyurl.com/DisprzElearningCourses2026</a>	This program is designed to empower government professionals with the skills and knowledge needed to craft and implement policies that drive meaningful change. Participants will delve into the intricacies of policy analysis and development, learning how to critically evaluate and design policies that align with organizational and procurement planning, equipping participants with the tools to strategically plan resources and procurement processes that support efficient and effective policy implementation.	May 1, 2026 onwards
27.	Project Management	<ul style="list-style-type: none"> <li>• Project Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides participants with the knowledge and tools to carry out projects from conception to materialization. It provides effective techniques in managing projects with templates and tools that allow participants to simulate	<i>Online:</i> July 21-22, 2026 November 17-18, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				project management activities.	
<b>Problem Solving and Critical Thinking</b>					
28.	Completed Staff Work	<ul style="list-style-type: none"> <li>• Problem Solving and Systems Thinking</li> <li>• Report Writing and Documentation</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This training program shows you an effective method for thinking and communicating using the Completed Staff Work principle which will help you and your team save time, effort and energy in problem-solving and getting approvals from your manager.	<i>Online:</i> July 30-31, 2026 November 12-13, 2026
29.	Issues Management and Crisis Communication	<ul style="list-style-type: none"> <li>• Crisis Communication</li> </ul>	Asian Institute of Journalism and Communication (AIJC)  Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	This course is designed to equip both beginners and seasoned professionals with the skills needed to prepare for, respond to, and recover from crises effectively. Focusing on practical, real-world scenarios, participants will learn how to navigate ethical dilemmas, make informed decisions, and develop a framework for crisis communication.	<i>Online:</i> May 13-14, 2026 July 23-24, 2026 September 17-18, 2026 November 25-26, 2026
<b>Social Media Management and Public Affairs</b>					
30.	Navigating Media Relations: Strategies for Effective Communication	<ul style="list-style-type: none"> <li>• Media Relations Management</li> </ul>	Asian Institute of Journalism and Communication (AIJC)	This online training is open to communication professionals seeking to enhance their skills in media relations and strategically position their	<i>Online:</i> July 8-9, 2026 September 29-30, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	business or organization for success. Participants will explore key aspects of the media landscape, including organizing press conference and interviews, and gain valuable insights and practical tips for optimizing their media strategies.	November 12-13, 2026
31.	Technical Writing for Communication and Information Officers	<ul style="list-style-type: none"> <li>• Written Communication for communication and information officers</li> <li>• Responsible use of AI</li> </ul>	Asian Institute of Journalism and Communication (AIJC)  Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	This 16-hour course provides a theoretical foundation and practical approaches for communicating with clarity, precision, and authority through technical writing. Designed for communication and information officers, it equips participants with high-quality writing skills that demonstrate professionalism and credibility, essential for fostering and maintaining public trust. The course also covers the ethical use of AI in technical writing, enabling participants to leverage emerging technologies responsibly and effectively.	<i>Online:</i> June 10-11, 2026 August 13-14, 2026 October 22-23, 2026 December 17-18, 2026
32.	Ethical Use of AI in Research and Writing	<ul style="list-style-type: none"> <li>• Research Skills</li> <li>• Responsible use of AI</li> </ul>	Asian Institute of Journalism and	This 16-hour course provides a comprehensive framework for the ethical and	<i>Online:</i> May 20-21, 2026 August 6-7, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
		<ul style="list-style-type: none"> <li>Written Communication (AI-assisted)</li> </ul>	Communication (AIJC)  Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	responsible use of artificial intelligence in research and communication. While clarity and precision remain foundational, the program emphasizes the moral imperatives of the AI era, equipping information officers and researchers to harness emerging tools without compromising intellectual integrity or public trust.	November 19-20, 2026
33.	Masterclass: Role of Social Media in Public Communication	<ul style="list-style-type: none"> <li>Media Relations Management</li> <li>Stakeholder Media Engagement and Outreach</li> </ul>	Asian Institute of Journalism and Communication (AIJC)  Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	This three-hour session will explore the impact of social media on public communication. Participants will examine various social media platforms, their unique features, and how to leverage them to reach and engage diverse audiences. The session will also cover strategies for managing social media presence and measuring its effectiveness.	<i>Online:</i> September 10, 2026
34.	Social Media for Public Communication (Bridging Citizens and Government)	<ul style="list-style-type: none"> <li>Stakeholder Media Engagement and Outreach</li> </ul>	Asian Institute of Journalism and Communication (AIJC)	This 16-hour course offers social media management training to help public institutions and nonprofit organizations effectively engage their stakeholders	<i>Online:</i> May 27-28, 2026 August 19-20, 2026 October 14-15, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
		<ul style="list-style-type: none"> <li>Public Communication Planning</li> </ul>	Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	through social media. Participants will learn how to build trust online, strengthen community relationships, and boost engagement, creating opportunities to position themselves as trusted sources of information.	December 8-9, 2026
35.	Master Class: Crafting Messages for Public Communications	<ul style="list-style-type: none"> <li>Public Communication Planning</li> <li>Content Development</li> </ul>	Asian Institute of Journalism and Communication (AIJC)  Link: <a href="https://aijc.com.ph/2026-aijc-training-calendar/">https://aijc.com.ph/2026-aijc-training-calendar/</a>	This three-hour class enables participants to understand their stakeholders or audiences, set communication objectives, and craft clear, concise, and compelling messages. It also covers techniques for effective storytelling and the use of persuasive language.	<i>Online:</i> June 18, 2026
<b>Executive Assistance and General Administrative Management</b>					
36.	Executive Assistant Training	<ul style="list-style-type: none"> <li>Organization skills</li> <li>Executive Office Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides participants with the know-how on how to run a smooth office and be able to gracefully handle the concerns of the boss. It enhances the participant's administrative and organizing skills that will enable him to confidently handle the challenges that he	<i>Online:</i> May 4-5, 2026 Sept. 8-9, 2026 Nov. 24-25, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				faces daily as an executive assistant.	
37.	Minutes-Taking & Meeting Report Writing	<ul style="list-style-type: none"> <li>Report Writing and Documentation</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Effective minutes taking and report writing ensures that the most important matters discussed in meetings are recorded and reported. This program will help you prepare the minutes of the meeting confidently which will serve as a tool for monitoring the team's progress, reference reminders for succeeding meetings and essential notes for the whole team.	<i>Online:</i> May 28-29, 2026 July 2-3, 2026 November 10-11, 2026
38.	Fundamentals of Professional Office Administration	<ul style="list-style-type: none"> <li>Office Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This course provides you with the fundamental office management competencies that will enable you to provide efficient support to directly contribute to better performance, efficiency and team productivity in your organization. Learn how to manage your office professionally with effective tools, techniques and strategies.	<i>Online:</i> July 24, 2026 August 10, 2026 November 3, 2026
39.	Office Facilities Management & Maintenance	<ul style="list-style-type: none"> <li>Office and Facilities Maintenance</li> </ul>	Businessmaker Academy	Office Maintenance and Repairs are important for maintaining your company's	<i>Online:</i> July 23, 2026 August 14, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
			Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	facilities. Office Administrators are responsible for handling this challenging area to ensure minimal disruption to business operations. This one-day seminar provides participants with the best practices in maintaining your office facilities. Learn how to manage your team to maintain and improve your workplace.	November 4, 2026
40.	Office Inventory & Supplies Management	<ul style="list-style-type: none"> <li>• Supplies, Materials, and Equipment Management</li> <li>• Asset Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Office supplies, furniture and equipment are basic necessities for running an efficient office, but these can be costly if it is not managed effectively. Office Administrators need to proactively take stock and control their office inventory to ensure a steady flow of supplies with minimal wastage. This course provides a framework that will help Office Managers systematize and keep track of inventory for smoother office operations.	<i>Online:</i> June 5, 2026 August 12, 2026 November 5, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
41.	Office Services & Logistics	<ul style="list-style-type: none"> <li data-bbox="773 316 1052 400">Administrative Support and Coordination</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This one-day training program is designed for office administrators to develop essential skills in managing office services and logistics. Participants will learn to optimize workflows, track interdepartmental requests, and enhance communication. Through hands-on exercises and case studies, attendees will gain practical insights to improve their operational effectiveness. By focusing on real-world applications, this course empowers administrators to drive efficiency and collaboration within their organizations.	<i>Online:</i> August 13, 2026 October 20, 2026
42.	Office Files & Records Management	<ul style="list-style-type: none"> <li data-bbox="773 954 1052 1007">Data and Records Management</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Electronic and paper documents can easily get cluttered and pile up in the course of our busy work lives. Managing office files and records can be challenging and costly if you do not have a system in place. This webinar helps you effectively organize and manage office files, records and workspace to improve your work	<i>Online:</i> June 4, 2026 August 11, 2026 October 27, 2026

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
				environment. It provides creative solutions for managing office chaos, with space and time saving techniques that you can immediately apply.	

**C. ELDI for Leadership Competencies**

- *Eligible field employees:* **permanent, contractual, and co-terminus non-teaching personnel** (SG-18 and above, performing managerial and supervisory function as may be inherent to the position, designated, or certified by Chief/Head of Office; overseeing program/s and managing/supervising at least two (2) subordinates)
- *Pre-registration Deadline:* **April 24, 2026; 12:00 p.m.**

No.	Program/Course Title	Target Competency	External LSP	Short Description	Program Schedule
1.	Leadership Excellence: Building Resilient and High-Performing Organizations  <i>(please choose from items a-d for the specific training program)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	Disprz ( <i>self-paced e-learning</i> )  Link: <a href="https://tinyurl.com/DisprzELearningCourses2026">https://tinyurl.com/DisprzELearningCourses2026</a>	This comprehensive training program is designed to equip leaders and managers with the skills and knowledge needed to build and sustain high-performing organizations.	May 1, 2026 onwards
2.	a. <i>Organizational Leadership and Development</i>	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High Performing Organization</li> <li>• Managing Performance and Coaching for Results</li> <li>• Leading Change</li> </ul>		This program focuses on developing the following: Creating and Nurturing a High-Performing Organization, Succession Planning, Leading the Teams' Learning and Development, Managing Performance and Coaching for Results, Leading Change.	May 1, 2026 onwards
3.	b. <i>Crisis and Risk Management</i>	<ul style="list-style-type: none"> <li>• Building Collaborative, Inclusive Working Relationships</li> <li>• Crisis and Risk Management</li> </ul>		This program focuses on developing the following: Crisis Preparedness and Management, Managing Team's Mental Health and Well-being.	May 1, 2026 onwards

4.	c. <i>Strategic Planning and Execution</i>	<ul style="list-style-type: none"> <li>Thinking Strategically and Creatively</li> <li>Data-driven decision making</li> </ul>		This program focuses on the following: Planning and Organizing for Greater Impact, Thinking Strategically and Creatively, Data Gathering and Analytics for Better Decision-Making	May 1, 2026 onwards
5.	d. <i>Communication and Relationship Building</i>	<ul style="list-style-type: none"> <li>Building Collaborative, Inclusive Working Relationships</li> <li>Communication skills for Leaders</li> </ul>		This program focuses on the following: Communication Management, Partnership Building and Strengthening, and Building Collaborative, Inclusive Working Relationships	May 1, 2026 onwards
6.	Public Service Ethics and Accountability (PSEA) for Leaders	<ul style="list-style-type: none"> <li>Building Collaborative, Inclusive Working Relationships</li> <li>Ethical Leadership and Governance</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxkHstYttx8hIobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qxkHstYttx8hIobFcC2o_G5sYy2L/view</a>	This course is designed to imbibe the participants the different methods to promote ethical and accountable service to the public and empower participants to work with their staff and the public and to make public service work culture more friendly, participative, efficient and effective.	<i>Online:</i> September 16-17, 2026
7.	FAST LEAD: Spirituality	<ul style="list-style-type: none"> <li>Creating and Nurturing a High-Performing Organization</li> <li>Building Collaborative, Inclusive Working Relationships</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxkHst">https://drive.google.com/file/d/1fSi3qxkHst</a>	This 2-hour course introduces leaders to the PIES framework in public service, emphasizing its application in enhancing leadership effectiveness, team performance, and organizational well-being.	<i>Online:</i> May 18, 2026 June 11, 2026 August 10, 2026 September 7, 2026 October 5, 2026 November 2, 2026 November 30, 2026

			<a href="https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view">yttx8hlobFcC2o_G5sYy2L/view</a>		
8.	FAST LEAD: Patriotism	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High-Performing Organization</li> <li>• Building Collaborative, Inclusive Working Relationships</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view</a></p>	This 2-hour course introduces leaders to the PIES framework in public service, emphasizing its application in enhancing leadership effectiveness, team performance, and organizational well-being.	<p><i>Online:</i></p> <p>May 25, 2026 June 22, 2026 August 17, 2026 September 14, 2026 October 12, 2026 November 9, 2026</p>
9.	FAST LEAD: Integrity	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High-Performing Organization</li> <li>• Building Collaborative, Inclusive Working Relationships</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view</a></p>	This 2-hour course introduces leaders to the PIES framework in public service, emphasizing its application in enhancing leadership effectiveness, team performance, and organizational well-being.	<p><i>Online:</i></p> <p>May 4, 2026 June 1, 2026 July 6, 2026 August 24, 2026 September 21, 2026 October 19, 2026 November 16, 2026</p>
10.	FAST LEAD: Excellence	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High-Performing Organization</li> <li>• Building Collaborative, Inclusive Working Relationships</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qXkHstYttX8hlobFcC2o_G5sYy2L/view</a></p>	This 2-hour course introduces leaders to the PIES framework in public service, emphasizing its application in enhancing leadership effectiveness, team performance, and organizational well-being.	<p><i>Online:</i></p> <p>May 11, 2026 June 8, 2026 July 13, 2026 September 28, 2026 October 26, 2026 November 23, 2026</p>
11.	Well-being Centric Leadership (WCL)	<ul style="list-style-type: none"> <li>• Building Collaborative,</li> </ul>	Civil Service Commission – National	This will enable participants to propagate and sustain	<p><i>Online:</i></p> <p>May 5-7, 2026</p>

		Inclusive Working Relationships	Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxxHstYttx8hIobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qxxHstYttx8hIobFcC2o_G5sYy2L/view</a>	positive cultures and working environment that will strengthen employee wellness, engagement, empowerment and productivity.	August 5-7, 2026
12.	2 <sup>nd</sup> Quarter Sining at Agham ng Pamamahala (SINAG)	<ul style="list-style-type: none"> <li>Building Collaborative, Inclusive Working Relationships</li> </ul>	Civil Service Commission – National Capital Region (CSC-NCR)  Link: <a href="https://drive.google.com/file/d/1fSi3qxxHstYttx8hIobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qxxHstYttx8hIobFcC2o_G5sYy2L/view</a>	This course explores what defines a healthy and positive work culture in government, how it can be effectively cultivated, and the vital role leaders play in shaping it. It also draws lessons from real experiences of government leaders to guide participants in improving their own organizational environments.	<i>Online:</i> June 11, 2026
13.	Transformational Leadership Communication	<ul style="list-style-type: none"> <li>Building Collaborative, Inclusive Working Relationships</li> <li>Communication skills for Leaders</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	This session helps participants develop their Leadership Communication skills, balancing “empathy”, “sympathy”, and “productivity”. It equips executives, managers, and team leaders with techniques to build positive, growth-oriented relationships, which in turn makes for better leaders and	<i>Online:</i> June 23-24, 2026 October 6-7, 2026

				communicators in the Philippine setting.	
14.	Leadership Communication for Supervisors	<ul style="list-style-type: none"> <li>• Communication skills for Leaders</li> <li>• Building a Collaborative, Inclusive Working Relationships</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a></p>	<p>This course provides insights, techniques and practice to develop your communication skills as a supervisor. Learn how to use active listening to understand what motivates your team. Define your communication style and leadership personality. Find ways to effectively manage meetings, give instructions and feedback for a productive and drama-free workplace.</p>	<p><i>Online:</i> August 18, 2026 October 30, 2026 December 4, 2026</p>
15.	4Cs of Change Management	<ul style="list-style-type: none"> <li>• Leading Change</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qzkHstYttx8hIobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qzkHstYttx8hIobFcC2o_G5sYy2L/view</a></p>	<p>This workshop helps participants understand the 4Cs of Change Management and equips them to use its tools while reflecting on their role in leading organizational change.</p>	<p><i>Online:</i> June 3-4, 2026 October 1-2, 2026</p>
16.	4 <sup>th</sup> Quarter Sining at Agham ng Pamamahala (SINAG)	<ul style="list-style-type: none"> <li>• Leading Change</li> <li>• Thinking Strategically and Creatively</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qzkHst">https://drive.google.com/file/d/1fSi3qzkHst</a></p>	<p>This one-day online training program is designed to equip public service leaders with the necessary skills to adapt to the rapidly evolving landscape of leadership, focusing on essential future-</p>	<p><i>Online:</i> November 25, 2026</p>

			<a href="https://drive.google.com/file/d/1fSi3qykHstYttx8hIobFcC2oG5sYv2L/view">yttx8hIobFcC2oG5sYv2L/view</a>	ready leadership competencies, the program will prepare participants to navigate changes, lead with emotional intelligence, and uphold ethical standards.	
17.	3 <sup>rd</sup> Quarter Sining at Agham ng Pamamahala (SINAG)	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High Performing Organization</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qykHstYttx8hIobFcC2oG5sYv2L/view">https://drive.google.com/file/d/1fSi3qykHstYttx8hIobFcC2oG5sYv2L/view</a></p>	This course helps leaders understand employee behavioral styles, apply developmental leadership, and foster a growth mindset to enhance team effectiveness, innovation, and overall organizational culture.	<i>Online:</i> September 2, 2026
18.	Leading with EQ	<ul style="list-style-type: none"> <li>• Creating and Nurturing a High-Performing Organization</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a></p>	This course improves your understanding of emotions and emotional intelligence applied in the workplace. Participants will explore, practice techniques and tools to lead with EQ and create a high-performance team. Learn how to motivate and bring out good performance effectively.	<i>Online:</i> August 6, 2026
19.	Grievance Handling & Conflict Management	<ul style="list-style-type: none"> <li>• Grievance Handling</li> <li>• Conflict Resolution</li> <li>• Creating and Nurturing a High</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a></p>	This course gives you the key conflict management principles and provides you with important skills, techniques, policies and procedures for conflict prevention and conflict	<i>Online:</i> June 25-26, 2026 October 22-23, 2026

		Performing Organization	<a href="https://businessmakeracademy.com/training-schedule/">academy.com/training-schedule/</a>	intervention. Learn how to resolve conflicts in the workplace and counsel your people to work harmoniously and productively in the office.	
20.	Seminar-Workshop on Coaching and Mentoring	<ul style="list-style-type: none"> <li>Managing Performance and Coaching for Results</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link: <a href="https://drive.google.com/file/d/1fSi3qzkHstYttx8hIobFcC2o_G5sYv2L/view">https://drive.google.com/file/d/1fSi3qzkHstYttx8hIobFcC2o_G5sYv2L/view</a></p>	The program aims to equip leaders and managers with the purpose, principles and practices of mentoring and coaching that will enable them to develop the necessary competencies to efficiency to effectively mentor and coach others.	<i>Online:</i> November 4-5, 2026
21.	Coaching skills for the workplace	<ul style="list-style-type: none"> <li>Managing Performance and Coaching for Results</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmakeracademy.com/training-schedule/">https://businessmakeracademy.com/training-schedule/</a></p>	This workshop provides powerful techniques in coaching to improve the performance of the team. It will help the participants enable their team to remove barriers that affect productivity and to reset goals which will increase job satisfaction, work output, and performance success through effective coaching.	<i>Online:</i> July 1, 2026 November 24, 2026
22.	Successful Delegating Skills	<ul style="list-style-type: none"> <li>Team Management</li> <li>Managing Performance and Coaching for Results</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmakeracademy.com/training-schedule/">https://businessmakeracademy.com/training-schedule/</a></p>	This course shows you how to do it in a systematic and effective way. It shows approaches, strategies, templates and tools that will help you prepare, communicate, implement,	<i>Online:</i> September 22, 2026 November 16, 2026

			<a href="https://businessmakeracademy.com/training-schedule/">academy.com/training-schedule/</a>	monitor and evaluate your delegation plan. Learn to delegate and follow through successfully.	
23.	Succession Planning	<ul style="list-style-type: none"> <li>• Succession Planning</li> <li>• Managing Performance and Coaching for Results</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmakeracademy.com/training-schedule/">https://businessmakeracademy.com/training-schedule/</a>	This one-day workshop will help leaders and HR professionals develop an effective succession planning strategy. Participants will learn practical tools and methods of leadership development to ensure business continuity and long-term success.	<i>Online:</i> August 19, 2026
24.	Managing Development and Succession Planning	<ul style="list-style-type: none"> <li>• Managing Performance and Coaching for Results</li> </ul>	People Management Association of the Philippines  Link: <a href="https://pmap.org.ph/training-events/">https://pmap.org.ph/training-events/</a>	A strategic program and a formal process that helps organizations identify and prepare the right people for the right positions at the right time.	<i>Online:</i> June 10-11, 2026
25.	Developing Effective Coaching and Mentoring in the Workplace	<ul style="list-style-type: none"> <li>• Managing Performance and Coaching for Results</li> </ul>	People Management Association of the Philippines  Link: <a href="https://pmap.org.ph/training-events/">https://pmap.org.ph/training-events/</a>	This two-day workshop equips participants with essential knowledge and practical skills in coaching and mentoring within the organization. It clarifies the distinctions between coaching and mentoring, introduces relevant frameworks, and guides participants through the critical steps for effective coaching. Additionally, it	<i>Online:</i> June 23-24, 2026

				provides practical guidelines for establishing and sustaining a mentoring program in the workplace.	
26.	Problem Solving & Decision Making	<ul style="list-style-type: none"> <li>• Thinking Strategically and Creatively</li> <li>• Risk Identification and Management</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmakeracademy.com/training-schedule/">https://businessmakeracademy.com/training-schedule/</a></p>	<p>This course is designed to help corporate professionals and business leaders to see problems in a deeper perspective and identify the root causes and create action plans that can effectively solve the effects of the problems. With solutions come higher risk, this course will also manage the possible consequences and mitigate risks that can prevent solutions to succeed.</p>	<p><i>Online:</i> July 28-29, 2026 October 8-9, 2026</p>
27.	Leadership supervisors for	<ul style="list-style-type: none"> <li>• Self-Management for Leaders</li> <li>• Team management</li> <li>• Leadership competencies</li> </ul>	<p>Businessmaker Academy</p> <p>Link: <a href="https://businessmakeracademy.com/training-schedule/">https://businessmakeracademy.com/training-schedule/</a></p>	<p>This course prepares aspiring or newly promoted supervisors to take on their new leadership role. It gives practical tips on self-management and team management. It equips participants with the emotional, interpersonal, mental and technical competencies for Supervisors. It will inspire participants to become good supervisors and arm them with the skills and confidence needed for their new role.</p>	<p><i>Online:</i> May 19, 2026 July 15, 2026 September 23, 2026 November 28, 2026 December 9, 2026</p>

28.	Self-leadership	<ul style="list-style-type: none"> <li>• Self-leadership</li> </ul>	<p>Businessmaker Academy</p> <p>Link:  <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a></p>	<p>Self-leadership is one of the most important foundations for Leadership. If you want to become a good leader for others, start with leading your own life effectively. This course explores the key competencies for Self-Leadership. It shares principles and behavioral applications that will help you succeed in your life and career, as well as help the company or organization you work for grow.</p>	<p><i>Online:</i>  August 7, 2026  October 21, 2026</p>
29.	Supervisory Development Course (SDC) Track 1	<ul style="list-style-type: none"> <li>• Leadership competencies</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link:  <a href="https://drive.google.com/file/d/1fSi3qpkHstYttx8hIobFcC2o_G5sYy2L/view">https://drive.google.com/file/d/1fSi3qpkHstYttx8hIobFcC2o_G5sYy2L/view</a></p>	<p>The course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.</p>	<p><i>Online:</i>  May 19-22, 2026  June 16-19, 2026  July 7-10, 2026  August 11-14, 2026  September 8-11, 2026  October 6-9, 2026  November 10-13, 2026</p>
30.	Supervisory Development Program (SDP) Course	<ul style="list-style-type: none"> <li>• Leadership competencies</li> <li>• Human Resource Management</li> </ul>	<p>Civil Service Commission – National Capital Region (CSC-NCR)</p> <p>Link:  <a href="https://drive.google.com/file/d/1fSi3qpkHst">https://drive.google.com/file/d/1fSi3qpkHst</a></p>	<p>The program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them</p>	<p><i>Online:</i>  July 22-23, 2026  October 14-15, 2026  November 18-19, 2026</p>

			<a href="#">yttx8hIobFcC2o G5sYy2L/view</a>	competent, innovative, successful, and effective leaders.	
31.	Leadership for Managers	<ul style="list-style-type: none"> <li>Leadership competencies</li> </ul>	Businessmaker Academy  Link: <a href="https://businessmaker-academy.com/training-schedule/">https://businessmaker-academy.com/training-schedule/</a>	Learn tools and techniques to make you a good leader and manager. Create your own plan of action that you can immediately apply in the workplace.	<i>Online:</i> May 21-22, 2026 August 27-28, 2026 November 19-20, 2026

*Note:* A subsequent list of other ELDIs will be announced through an official memorandum once schedules from external LSPs become available.

## ANNEX B

### ELDI REGISTRATION PROCEDURES & GUIDELINES

To ensure relevance of the ELDI Program Offering to be attended by non-teaching personnel (NTP) in the ROs, SDOs, and schools and to manage the registration of participants for each program/course, please be advised of the following details and procedures:

#### I. PRE-REGISTRATION

1. The availment of ELDI is open to all **permanent, contractual, and co-terminus** First and Second level non-teaching personnel (SG-24 and below) in the field offices and schools handling administrative, technical, and/or supervisory positions.
2. To pre-register, kindly follow these steps:
  - a. Accomplish the online application form through this link: <https://tinyurl.com/FieldELDI2026PreRegistration> using your **DepEd email address**;
  - b. Upload the following necessary documents:
    - i. Approved Authority to Participate duly signed by the Head of Office and certified by the respective Human Resource Development (HRD) personnel, as follows:

Field Office	Approved by: (Head of Office)	Certified and Attested by:
Regional Office	Regional Director	RO HRD Personnel and Chief
Schools Division Office	Schools Division Superintendent	SDO HRD Personnel and Chief
School	School Head/Principal	SDO HRD Personnel and Chief

- ii. Approved Service Obligation Form;
- iii. Part IV. Individual Development Plans (IDP) in the Individual Performance Commitment and Review Form (IPCRF) of the last rating period; and

*Note: All forms and templates can be found through this link:*  
<https://tinyurl.com/FieldELDI2026Forms>

3. The deadline of pre-registration is on **April 24, 2026, 12:00 p.m.** The BHROD-HRDD shall close the pre-registration when the slots have already been filled or when the external LSP has already closed the registration.

#### II. EVALUATION

1. All documentary requirements of interested NTP must be initially reviewed and evaluated by the HRD unit in the respective field office as Secretariat of the Personnel Development Committee (PDC). Meanwhile, all pre-registrations lodged on or before the set deadline shall be monitored and processed by the BHROD as the Secretariat of the National Personnel Development Committee (NPDC), through the HRDD. The evaluation and processing shall strictly adhere to the deadline of pre-registration to ensure timely processing of the registration to all programs/courses and to facilitate payment of the registration fees.

2. Participation of interested NTP to the chosen program/course shall be subject to review and evaluation based on the following criteria:
  - a. **Offering:** The program/course selected by the employee is **not currently offered or available** under the existing in-house L&D programs of the RO/SDO funded through the **Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund**.
  - b. **Relevance:** The chosen program/course must meet any of the following, as verified by the Head of Office and certified by the designated HRD personnel:
    - i. Responsive to the L&D needs of the employee as reflected in their FY 2025 Individual Development Plans (IDP);
    - ii. Relevant to their current duties and responsibilities;
    - iii. Aligned with the Office L&D Plan and/or L&D Needs Assessment results; or
    - iv. Supportive of the fulfillment of their office mandate to achieve strategic goals of the Department.
  - c. **Availability:**
    - i. Each employee shall be allowed to participate in only one (1) ELDI program/course offered by anyone (1) of the identified external LSPs. For Disprz, however, confirmed participants may participate in any of the available self-paced e-learning programs/courses once given access to the platform.
    - ii. To promote equitable distribution of slots while ensuring that the total number of slots per program/course are filled, interested employees shall be asked to provide their **top three (3) programs/courses**, the first being their most preferred program/course. Their first choice of program/course shall be given priority in the assessment and approval; while the second and third choices shall be subject to availability of slots in case of low participation rate in the specific program/course.

### III. NOTIFICATION AND CONFIRMATION

1. The BHRD-HRDD shall notify, through the official DepEd email address, the employee who have been accepted and have secured slots to each of the programs/courses. This notification email shall include further details of the specific program/course, deadline for confirmation of participation, processing of payment, and additional documentary requirements, if necessary.
2. Upon receipt of the email, the concerned employees **must confirm** their participation by replying to the notification email and submit the **hardcopies of the required documents with wet signature within the set deadline** to the **BHRD-HRDD Office**, Room 411, 4<sup>th</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City.
3. For ELDI programs/courses that require official travel, the concerned employee **must submit** a copy of their approved Travel Authority attached to

their confirmation email. Please see table below for required document for each learning modality:

LEARNING MODALITY	ATTENDANCE	REQUIRED DOCUMENT
a. Online ( <i>synchronous</i> )	Official time*	None
b. Online ( <i>self-paced/self-directed</i> )	None	None

\*If the program schedule falls on a workday, employees shall spend their official time to attend the synchronous online sessions

#### IV. WITHDRAWAL OF PARTICIPATION

Identified participants who initially confirmed their participation but decided to withdraw their slot from the said program must inform the BHROD-HRDD through the same email thread of the email notification **at least two (2) weeks** from the scheduled conduct of the participant's batch, copy furnished their respective HRD unit. Participant must also attach in his/her email a justification letter approved by his/her head of office stating the reason for withdrawal from the program. Failure to comply shall be subject to payment of fees as stated in **Section VIII** of this Annex.

#### V. PROCESSING OF PAYMENT AND OFFICIAL REGISTRATION

1. The BHROD-HRDD shall process the registration of confirmed participants to specific ELDI programs/courses and shall facilitate the processing of registration fees.
2. The registration fees for the programs/courses shall be charged under the Central Office OPDNTF Fund, subject to existing budgeting, accounting, and auditing rules and regulations. Meanwhile, travel expenses that may be incurred for specific programs/courses shall be charged against local funds of the office under which the participant serves.

#### VI. RESPONSIBILITIES OF THE PARTICIPANT AND NOMINATING OFFICE

##### A. Obligations and Responsibilities of the Applicant

In consideration of the successful application of the ELDI, the successful applicant shall comply to the following obligations and responsibilities immediately upon approval of the request up to the last day of the service obligation:

1. Attend and actively participate in all the sessions of the program;
2. Do not withdraw throughout the program. Withdrawal from the program may prevent the successful applicant from participating to L&D interventions with nominations for one (1) year;
3. Endorse all pending deliverables to the selected employee who will take over of the tasks/responsibilities while the successful applicant attends the program;
4. Maintain lawful and moral conduct so as not to bring disgrace or dishonor to themselves and the DepEd;
5. Submit all documents/outputs required by the BHROD-HRDD and the external LSP in a timely manner;
6. Serve the DepEd through a service obligation.



*B. Obligations and Responsibilities of the Nominating Office*

To provide and ensure full support to the successful applicant, the nominating office where the applicant is officially stationed shall comply to the following obligations and responsibilities:

1. Ensure that all pending deliverables of the successful applicant is fully endorsed to the selected employee who will take over of the tasks/responsibilities while the successful applicant attends the program;
2. Relieve the successful applicant of any work-related tasks/assignments that will disrupt his/her learning process during the program; and
3. Provide all necessary support to the successful applicant to successfully implement his/her prepared action plan.

**VII. GROUNDS FOR DISQUALIFICATION AND TERMINATION OF L&D GRANT AND SANCTIONS**

*A. Grounds for Disqualification and Termination of L&D Grant*

1. When the successful applicant voluntarily resigned from the DepEd prior to the conduct of L&D program;
2. When a formal charge is filed after approval of the L&D program and the successful applicant is subsequently found guilty of an administrative offense and is dismissed from service.

*B. Sanctions*

1. Sanctions shall be imposed on all accepted participants who will commit the following:
  - a. Failure to comply with any of the specified responsibilities outlined above;
  - b. Withdrawing from the program without notifying the BHRD-HRDD and the respective HRD unit at least two (2) weeks in advance; and/or
  - c. Fulfilling less than 50% of the required service obligation due to personal fault, willful neglect, or voluntary resignation (*more information on Service Obligation is outlined in **Item 3, Section VIII. Post Training Requirements Compliance***).
2. Accepted participants who meet any of the above-mentioned conditions shall be subject to the following sanctions:
  - a. Refund the full amount of the **registration fee of the program** granted to the employee.
  - b. Be disqualified from participating in future scholarships or external L&D programs for a period of one (1) year.
3. Refund of all expenses may be condoned in case of separation from government due to:
  - a. Abolition of the office;
  - b. Involuntary phase-out of the position being held by the successful applicant due to reorganization; or
  - c. Death or permanent disability.

### VIII. POST TRAINING REQUIREMENTS COMPLIANCE

1. After completion of the ELDI, the successful applicant shall comply the following post-training requirements:
  - a. Accomplish Evaluation Form: [https://bit.ly/ELDI\\_EvaluationForm](https://bit.ly/ELDI_EvaluationForm)
  - b. Submit through the evaluation form above the Learning Action Plan using this template: <https://bit.ly/COLandDREAP>; and
  - c. Serve the Department under compulsory service obligation of **six (6) months or 180 days**, whichever is higher, starting the day after the completion of L&D program to ensure return of investment (ROI) and facilitate application of learning.
2. No employee shall be authorized to apply for any scholarship or external L&D program until after successfully complying with the above-mentioned post-training requirements.
3. In case the successful applicant fails to complete the compulsory service, obligation and has rendered less than 50% of the required service obligation due to their own fault or willful neglect, the successful applicant shall refund the actual full amount of the **registration fee of the program** granted to the employee. However, a proportionate refund shall be allowed, provided that the applicant has served at least 50% of his/her total service obligation. As such, refund shall be computed as follows:

$$R = \frac{(SOR - SOS) \times TRF}{SOR}$$

Where *R* = Refund  
*TRF* = Total Registration Fee  
*SOR* = Service Obligation Required  
*SOS* = Service Obligation Served

4. The service obligation shall not apply to the following L&D programs:
  - a. Attendance to high-level or ministerial meetings;
  - b. Compliance with an essential international commitment where the participation of the Department is extremely necessary or indispensable; and/or
  - c. Invitation for speaking engagement where the employee is recognized as an expert on the subject matter.
5. Mode of payment whether installment basis and/or through salary deduction shall not exceed three (3) years. The applicant must secure an approval to the Chair of the field PDC by submitting a letter of request for installment/salary deduction before the payment/deduction has been made. In case the employee voluntarily resigns from the Department, the remaining payment of refund shall be deducted in his/her last pay.

Together, let us continue to **cultivate, elevate, and motivate** one another towards a more progressive learning and development program in the Department.





**Service Obligation Form**  
(For External L&D Courses)

**Full Name of Personnel:**

**Position:**

**Official Station:** (Office/Unit & School, if applicable)

**Division:**

**Region:**

**DepEd Email Address:**

This is to certify that by participating in the (Title of Activity/Program) on (inclusive dates), to be facilitated by (name of external Learning Service Provider (LSP)) the undersigned agrees to undertake the following terms and conditions:

- a. Complete **ALL** requirements for the program and maintain standards set forth by the sponsoring office/organization and DepEd;
- b. upon completion of the activity/program, accomplish the re-entry action plan and activity evaluation containing individual assessment of the learning experience, observations, and recommendations for the improvement of the training delivery in the future
  - a. Evaluation Form: [https://bit.ly/ELDI\\_EvaluationForm](https://bit.ly/ELDI_EvaluationForm)
  - b. Learning Action Plan Template: <https://bit.ly/COLandDREAP>;
- c. shall serve a compulsory obligation of six (6) months or the remaining months of the fiscal year in the DepEd after the awarding of the Certificate of Completion to ensure return of investment (ROI); and
- d. shall pay the cost of the training expense for failure to meet the conditions.

\_\_\_\_\_  
Name over Signature of participant

\_\_\_\_\_  
Name and Signature of Immediate  
Supervisor

(Submit signed copy to BHROD-HRDD and field HRD unit for filing)



Republika ng Pilipinas

# Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## AUTHORITY TO PARTICIPATE IN EXTERNAL LEARNING AND DEVELOPMENT INTERVENTION (ELDI)

(For Field Office Non-Teaching Personnel)

### A. PARTICIPANT INFORMATION

**Full Name of Personnel** : \_\_\_\_\_

**Position/Designation** : \_\_\_\_\_

**Employment Status** : \_\_\_\_\_

**Official Station** : (Office/Unit & School, if applicable) \_\_\_\_\_

**Division (if applicable)** : \_\_\_\_\_

**Region** : \_\_\_\_\_

**Contact No.** : \_\_\_\_\_

**DepEd Email Address** : \_\_\_\_\_

### B. EXTERNAL L&D INTERVENTION DETAILS

**Title of the Program** : \_\_\_\_\_

**Learning Service Provider** : \_\_\_\_\_

**Schedule and Duration** : \_\_\_\_\_

**Venue/Platform** : \_\_\_\_\_

**Mode of Learning** : (Online/Hybrid/Self-Paced E-Learning/etc.) \_\_\_\_\_

**Target Competency/ies to be Developed** : \_\_\_\_\_

### C. JUSTIFICATION FOR PARTICIPATION

1. Describe your duties and responsibilities in your current position and briefly explain the relevance of the training/course to your office's mandates.
2. How do you intend to apply your learning in your workplace?
3. Briefly explain why should you be one of the participants of the training/course.



**Address:** Rm. 409, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
**Telephone Nos.:** (02) 8633-7237  
**Email Address:** bhrod.od@deped.gov.ph  
**Website:** https://www.deped.gov.ph

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Republika ng Pilipinas

# Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Prepared by:

**(FULL NAME AND SIGNATURE OF PERSONNEL)**

*Position/Designation*

Date: \_\_\_\_\_

**Recommending Approval:**

**Approved by:**

**NAME & SIGNATURE OF HEAD  
OF FUNCTIONAL OFFICE/UNIT**

*Position/Designation*

Date: \_\_\_\_\_

**NAME & SIGNATURE OF  
PRINCIPAL/SDS/RD**

*Position/Designation*

Date: \_\_\_\_\_

## D. HRD REVIEW AND CERTIFICATION

This is to certify that the participation of **Mr./Ms. [Full Name of Participant]** to the ELDI titled **[Program/Course Title]** has been reviewed and evaluated by this Office.

Further, this is to certify that:

1. The above-mentioned program **is not currently offered or available** under the existing in-house Learning and Development (L&D) programs of this Region/Division funded through the **Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund**;
2. The participation is **aligned with identified competency gaps and/or office mandates** based on (*kindly choose applicable basis for L&D participation: L&D Needs Analysis results, Office L&D Plan, performance assessment, or supervisor recommendation, etc.*); and
3. The employee shall be required to **complete post-training requirements**, including but not limited to evaluation form and re-entry action plan as included in the Service Obligation Form.

**Certified by:**

**Attested by:**

**NAME & SIGNATURE OF HRD  
PERSONNEL**

*Position/Designation*

Date: \_\_\_\_\_

**NAME & SIGNATURE OF HRD  
CHIEF**

*Position/Designation*

Date: \_\_\_\_\_



Address: Rm. 409, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
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