Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DEPARTMENT OF EDUCATION
Division of Misamis Oriental
RELEASED
DATE: AUG 26 2025
BY:
STENNETTE LOVE A. CABASAN
Administrative Aide III (Clerk I)
Records Section

Division Advisory No. 087, s. 2025
August 26, 2025
Complying with DepEd Order No. 8, s. 2013,
this Office issues this Advisory, not for endorsement per DO 28, s. 2001,
but for information of DepEd Officials,
personnel/staff, and the concerned public.
(visit www.depedmisor.com)

INVITATION FOR THE OFFICE ADMINISTRATION AND CLERICAL UPSKILLING AND RESKILLING SEMINAR SERIES

Enclosed is the invitation letter from the Continuing Professional Development Center for Teachers Training Center (CPDCFT), in partnership with Expert Society Hub Inc., regarding their Office Administration and Clerical Upskilling Seminar Series. This seminar series features a hybrid format, combining online self-paced learning via Google Classroom and their exclusive Learning Management System, online live sessions via Streamyard, and onsite seminars held exclusively at the CPDCFT Training Hall and selected venues nationwide. It is designed for office workers and administrators in both the private and public sectors.

Please note that participation in this activity is voluntary, and any expenses incurred will be shouldered by the employee.

For questions or inquiries, kindly send a message to their official Facebook page at www.facebook.com/cpdcft, or call 0947-542-2021 and ask for Dr. Jayson L. Salutan.

This Office directs the immediate and wide dissemination of this Advisory.

ENCL.: As stated
To be indicated in the Perpetual Index
under the following subject:

SEMINAR

ELO/MAMA/jlsr/dbc

Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
Contact No.: (088) 856-4454 | 0966-4196797 (Globe)
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Original Copy of Three

RECEIVED 7441 AUG 19 2025

Regional Advisory No. 69, s. 2025
August 13, 2025
This Office issues this Advisory, for the information of DepEd officials, personnel/staff, and the concerned public.
(Visit *r10.deped.gov.ph*)

This issuance refers to the communication from the Office of the Regional Director, CPDCFT Training Center in Partnership with Expert Society Hub Inc. re: Office Administration and Clerical Upskilling Seminar Series. For registration and more details please message their official facebook page: www.facebook.com/cpdcft or call mobile number 09475422021.

It is understood that expenses incurred shall be shouldered by the employee.

Attached is a copy of the communication for more details.

This Office directs the immediate and wide dissemination of this Advisory for information.

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

SEMINAR

ASD-PS/jaa

DTS: 25-137237

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25-P37061

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AUG 11 2025
BY: TIME: 2:04

Outlook

Invitation to Office Administration and Clerical Upskilling and Reskilling Seminar Series

From CPD for Teachers <cpdcft143@gmail.com>

Date Mon 8/11/2025 1:38 PM

To egion1@deped.gov.ph <egion1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; min-edu <min-edu@bangsamoro.gov.ph>

1 attachment (75 KB)

Inviation- Office Administration and Clerical Upskilling and Reskilling Seminar Series.pdf;

AUG 11 2025 1:49 PM

Some people who received this message don't often get email from cpdcft143@gmail.com. Learn why this is important

Good Day!

DEPARTMENT OF EDUCATION
RECEIVED
AUG 11 2025
RECORDS SECTION, REGIONAL OFFICE NO. X
SIGNATURE

Please see attached files and kindly acknowledge receipt of this email.

Thank You:)

CPDCFT Training Center

In Partnership with

Expert Society Hub Inc.

Invitation

August 11, 2025

Office of the Regional Director
Department of Education

Office Administration and Clerical Upskilling and Reskilling Seminar Series

The CPDCFT Training Center and Expert Society Hub Inc. are now collaborating to the first ever ***Office Administration and Clerical Upskilling and Reskilling Seminar Series*** in reaching our beloved office workers and administrators both private and public in helping them achieve their optimum level of their career.

CPDCFT Training Center is one of the top training providers in the country since 2019 and a PRC Accredited company with PRC Accreditation number PTR-2019-354. CPDCFT Training Center has been providing trainings, seminars, workshops and conferences for Ranking and Promotion for Teachers and Administrative Officers, and License Renewal. Alongside with this ***Office Administration and Clerical Upskilling and Reskilling Seminar Series*** is the newly organized professional organization Expert Society Hub Inc. The CPDCFT Training Center and Expert Society Hub Inc. both aims to give high quality trainings for its members and equip them to be the best not only for educators but also for the office and administrative personnel for better service to the Filipino people.

This invitation is voluntary and FREE to a limited online participant. This ***Office Administration and Clerical Upskilling and Reskilling Seminar Series*** is a hybrid combined online self-paced via google classroom and our Exclusive Learning Management System, Online Live Session via Streamyard and Onsite seminar exclusively hosted in CPDCFT Training Hall and selected venues nationwide.

Attached are the Event titles, location and date of events.

Office Administration and Clerical Upskilling and Reskilling Seminar Series

Title of the Events	Venue	Date	Kits
1. **Financial Accountability and Disbursement Efficiency Workshop** *32- 80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
2. **Public Administration and Office System Management Seminar** *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
3. **Leadership Training: Effective Administration and Office Management** *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
4. **Disbursement Management for Administrative Officers** *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix

	-Online live session via streamyard		
5. Financial Literacy and Development *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
6. Administrative Office Development and Planning Conference *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
7. Career Development and Office System Administration in Schools *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix
8. Advanced Administrative Leadership and Excellence Seminar *32-80 training hours*	*-CPDCFT Training Hall Imus City, Cavite CALABARZON 4A* *-Online Self-paced on google classroom and exclusive Learning Management System* *-Online live session via streamyard*	Exact dates to be announced. • August 2025-December 2026	-E-cert -Certificate Hard Copy -Invitation Letter -Training Matrix

All Seminars is FREE to limited number of participants only. Get your slot today

For registration and more details please message us in our official facebook page:

www.facebook.com/cpdcft and our CPDCFT Training Center will accommodate you or you may call mobile number 09475422021 Dr. Jayson L. Salutan.

Thank you very much.

Sincerely,

Dr. Jayson L. Salutan
President/CEO

John 14:6