

**Advisory No. 160.2023**

September 27, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**BOOSTING EMPLOYEE PRODUCTIVITY THROUGH VALUES FORMATION**

The ARCZONE Professional Development Inc., gladly invites various government offices for a 3-day training program accredited by the Civil Service Commission, titled **“Boosting Employee Productivity through Values Formation”** on November 4-6, 2023.

Participation on said activity is **personal and on a voluntary basis** and shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 titled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith.”

Attached is the invitation letter for the activity.

For queries, please coordinate with:

- Ms. Jermaine P. Ogking, LPT  
Training Coordinator  
Mobile: 0921-576-1676  
Telephone: (02) 8723-7426/7900-5176/7007-4584  
Email: [arczone.trainings@gmail.com](mailto:arczone.trainings@gmail.com)

CLMD/RCA/csa/Boosting Employee  
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# ARCZONE

PROFESSIONAL DEVELOPMENT INC.

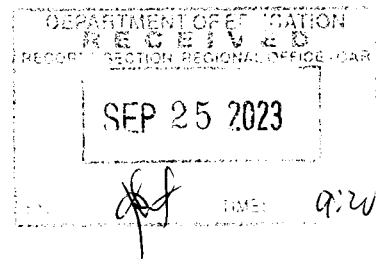
CSC-ACCREDITED LEARNING AND DEVELOPMENT INSTITUTION (ALDI)

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 2nd Flr. Overland Park Bldg, Banawe St,  
 Quezon Ave., Quezon City



September 23, 2023

**Estela L. Cariño**  
 Director  
 Department of Education  
 DepEd - CAR Complex, Wangal, La  
 Trinidad, Benguet



Dear **Director Estela L. Cariño**:

I hope this letter finds you well. I am writing to extend a cordial invitation and request your valuable assistance in disseminating important information about a transformative training opportunity to various government offices and units under your esteemed jurisdiction. This opportunity pertains to a forthcoming 3-day training program accredited by the Civil Service Commission, titled **"Boosting Employee Productivity through Values Formation"**. Attached are the details of the training program.

As we understand the significance of fostering a more efficient and values-driven government workforce, we believe that this training program will be immensely beneficial to government employees throughout the region. Its accreditation by the Civil Service Commission serves as a testament to its quality and relevance.

We kindly request your assistance in disseminating this invitation and program details to the various government offices and units within your region. Your support in reaching out to potential participants will greatly contribute to the success of this training initiative.

To facilitate registration and participation, we have attached the confirmation slip which should be completed and submitted by the authorized representative and interested participants from your offices and units. The **deadline for registration is one (1) week prior to the actual date/s of conduct** and early registration is encouraged due to limited availability. Please find below the schedules of conduct of the training program.

OCTOBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
11-13	NCR	*All cities	Batch 1	<a href="https://tinyurl.com/VF-NCR">https://tinyurl.com/VF-NCR</a>
16-18	Region 4-A	Batangas	Batch 2	<a href="https://tinyurl.com/VF-Region4A">https://tinyurl.com/VF-Region4A</a>
17-19	Region 4-A	Cavite	Batch 3	
18-20	Region 4-A	Laguna	Batch 4	
23-25	Region 4-A	Quezon	Batch 5	
24-26	Region 4-A	Rizal	Batch 6	
25-27	Region 3	Aurora	Batch 7	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
NOVEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
6-8	Region 3	Bataan	Batch 8	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
7-9	Region 3	Bulacan	Batch 9	
8-10	Region 3	Nueva Ecija	Batch 10	



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NOVEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
13-15	Region 3	Pampanga	Batch 11	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
14-16	Region 3	Tarlac	Batch 12	
15-17	Region 3	Zambales	Batch 13	
20-22	Region 1	Ilocos Norte	Batch 14	<a href="https://tinyurl.com/VF-Region1">https://tinyurl.com/VF-Region1</a>
21-23	Region 1	Ilocos Sur	Batch 15	
22-24	Region 1	La Union	Batch 16	
27-29	Region 1	Pangasinan	Batch 17	

DECEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
4-6	CAR	Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province	Batch 18	<a href="https://tinyurl.com/VF-CAR">https://tinyurl.com/VF-CAR</a>
5-7	Region 2	Batanes	Batch 19	<a href="https://tinyurl.com/VF-Region2">https://tinyurl.com/VF-Region2</a>
11-13	Region 2	Cagayan	Batch 20	

**Note: The training schedules for other regions will be announced soon.**

For any inquiries or further information, please feel free to contact us through the following:

**Mobile: 0921-576-1676**  
**Telephone: (02) 8723-7426 / 7900-5176 / 7007-4584**  
**Email: arczone.trainings@gmail.com**

We genuinely appreciate your cooperation in sharing this valuable opportunity with your staff, and we are confident that this training program will contribute significantly to enhancing employee productivity and promoting ethical values within government agencies, thus, contributing to the overall efficiency and effectiveness of public service delivery within the region.

Thank you for your attention to this matter, and we look forward to the possibility of collaborating with your offices and units in this endeavor.

Truly yours,

  
 Ms. Jermaine P. Ogking, LPT  
 Training Coordinator



## Boosting Employee Productivity through Values Formation

### Description

This 3-day values formation training program aims to **develop** among public servants their **commitment to manifest** their desirable values vis-a-vis the shared values of their organization. Becoming aware of their personal values, as well as their family values and traditions will help them understand how the organization works and how their personal values are integrated with the shared values and culture of their organization. The manifestation of desirable public service values contributes to individual productivity and the success of the organization. The training program will expose participants to experiential learning sessions and collaborative learning activities using the 4 A's 1) **Activity-** with self-reflection and collaborative activities; 2) **Analysis/Processing** of their personal and work-related experiences; 3) **Abstraction**-providing inputs for the participants' awareness and understanding of the value concepts and transformation processes; 4) **Application** - expected application of the learnings gained from the modular sessions towards the end of the training with a pledge of commitment and a workable plan of action.

### Objectives

At the end of the training, the participants will be able to:

1. Identify significant personal and family values that motivate them for better work productivity and performance.
2. Identify significant values of their organization that boost work productivity and enhance performance.
3. Relate their personal and family values with the values of the organization.
4. Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
5. Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

**Target Participants:** Government Officials and Employees

**Venue:** Virtual via Zoom (*For face to face and exclusive training, please request for quotation*)

**Training Fee:** Php 4,200 per participant

**Credit Hours:** Twenty-Four (24) training hours

### Course Contents

<b>Day 1</b>	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
<b>Day 2</b>	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan
<b>Day 3</b>	Module 5: Monitoring my Individual Progress Closing Program



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## CONFIRMATION SLIP

Program/Course Title		Boosting Employee Productivity through Values Formation			
Dates of Conduct		Batch No.			
No.	Complete Name (Surname, Given Name M.I.)	Position	Mobile No.	Email Address	
1					
2					
3					
4					
5					
7					
8					
9					
10					
*Additional sheet/s may be used if necessary.					
Agency/Company		Region			
Contact Person		Contact Number			

\_\_\_\_\_  
 Signature Over Printed Name  
 Head of Agency/Authorized Representative

**PAYMENT DETAILS**

Bank Name : Land Bank of the Philippines  
 Branch : West Avenue, Quezon City  
 Account Name : ARCZONE Professional Development, Inc.  
 Account No. : 0231-1676-33

**Note:** Please send a copy of the signed confirmation slip and proof of payment to [arczone.trainings@gmail.com](mailto:arczone.trainings@gmail.com). Participants also need to upload a copy of the signed confirmation slip to proceed with their online registration. For self-registered participants, proof of payment will be asked upon registration.