



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. **240**, s. 2025

25 SEP 2025

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)

**INVITATION TO ATTEND A SEMINAR WORKSHOP ON "STRATEGIC
THINKING IN THE COMPANY AND CONFLICT RESOLUTION AND
MEDIATION WORKSHOP AND CODE OF CONDUCT AND ETHICAL
STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES AND REVISED
RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)"**

The Philippine Information Office, Inc. is offering a seminar workshop on
"Strategic Thinking in the Company and Conflict Resolution and Mediation
Workshop and Code of Conduct and Ethical Standards for Public Officials and
Employees and Revised Rules on Administrative Cases in the Civil Service (RACCS)"
on October 23-24, 2025 and October 27-28, 2025 at Camelot Hotel #35 Mother
Ignacia Ave., Diliman, Quezon City.

Teachers of public and private elementary and secondary schools are invited
to participate in the activity on a voluntary basis.

Participation of public and private school shall be subject to the
no-disruption-of-classes policy stipulated in DepEd Order No. 9 s. 2005 entitled
Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance
Therewith.

Attached is the letter of invitation for reference.

For more information and other concerns please contact:

SHERYL V. TRANQUILO
Executive Director

Email: piophilippines@gmail.com

Mobile No. 0953-856-6434/0977-428-9976

For information.

SGOD/  DA-InvitationtoAttendaSeminarWorkshop
00051/September 19, 2025
2514416



Republic of the Philippines
Department of Education
REGION I



Advisory No. 122 s. 2025
SEP 15 2025

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"Strategic Thinking in the Company and Conflict Resolution and Mediation
Workshop and Code of Conduct and Ethical Standards for Public Officials and
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(RACCS)" on October 23-24, 2025 and October 27-28, 2025 at Camelot Hotel #35
Mother Ignacia Ave., Diliman, Quezon City.

Participation of public schools shall be subject to the no-disruption-of-
classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting
Measures to Increase Engaged Time-on-Task and Ensuring Compliance
Therewith.

Attached is a copy of the invitation and registration for information.

For inquiries and/or clarification, you may reach out to their email:

Email: piophilippines@gmail.com
Mobile No.: 0953-856-6434/0977-428-9976

ORD-LU/sam/piophilippines

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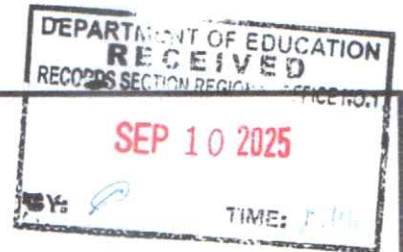
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DepEd Region I region1@deped.gov.ph
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PHILIPPINE INFORMATION OFFICE INC

5/F Wil-Vic Building 1, #125 Kamias Road, Quezon City, Metro Manila

Mobile No. 09538566434 / 09774289976

E-mail: piophilippines@gmail.com

September 9, 2025

HON. TOLENTINO G. AQUINO, PhD

Regional Director

DEPED REGION I (ILOCOS REGION)

Flores St., Catbangan, San Fernando City,
La Union

Dear Sir/Maam:

Philippine Information Office Inc will conduct two (2) schedules of seminar on the following Subject matter

1. **Strategic Thinking in the Company and Conflict Resolution and Mediation Workshop**
October 23 and 24, 2025 (Thursday and Friday) 800 am-5:00 pm
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.
2. **Code of Conduct and Ethical Standards for Public Officials and Employees and Revised Rules on Administrative Cases in the Civil Service (RACCS)**
October 27 and 28, 2025 (Monday and Tuesday) 800 am-5:00 pm
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.

The registration fee shall be paid in cash / check basis amounting to Php 4,000 per participant live - out or Php 6,000 live - in; payable to Philippine Information Office Inc. This includes the module of subject matter, lunch, snacks, and the Certificate of Completion.

Slots are limited for this training. Interested participants are encouraged to reserve early. Deadline of reservation is 3 days before the start of the training.

We hope you will send your representatives to this training.

To confirm your attendance, kindly email the names, position, company, and contact number of your desired participants.

Thank you and more power.

Truly yours,

SHERYL V. TRANQUILO
Executive Director



Registration

Strategic Thinking in the Company and Conflict Resolution and Mediation Workshop

Class Schedule : Oct 23 and 24, 2025

Class Hours : 8:00 AM to 5:00 PM

Venue : Camelot Hotel, #35 Mother Ignacia Avenue, Quezon City

Standard Course Fee: Php 4,000 Vat Exclusive ☐ (live-out)
Php 6,000 Vat Exclusive, ☐ (live-in) Check in Oct 23 @ 10am
Check out Oct 24 @ 12nn

Course fee includes class instruction, course materials, certificate of completion, and use of ancillary equipment and hardware. Audio or video recording of the training course is strictly prohibited. Philippine Information Office Inc. reserves the right to make changes to the information contained herein without prior notice.

Name of Participants:

1. _____ Position: _____ Email/Mobile: _____
2. _____ Position: _____ Email/Mobile: _____
3. _____ Position: _____ Email/Mobile: _____
4. _____ Position: _____ Email/Mobile: _____
5. _____ Position: _____ Email/Mobile: _____

**If registering individuals exceed five (5), kindly use multiple copies of this registration form.*

AUTHORIZING OFFICER / CONTACT PERSON:

Name: _____ Position: _____

Company Name/Department: _____

Tel: _____ Mobile No. _____ Email: _____

Signature: _____
PRINTED NAME

POLICIES ON REGISTRATION

1. Standard Registration fee of PHP 4,000 Live out Php 6,000 Live in can be (Paid during the training day itself or deposit the registration fee under Philippine Information Office Inc with PNB (Philippine National Bank) Account no. 151111527671
2. Cancellations are accepted (3) working days prior to the training dates. Note: No Advice of cancellation is considered to be paid. Substitutions can be made any time.
3. Kindly email back this reservation form to us at piophilippines@gmail.com or call us at Mobile No. 09774289976 to ensure your seat is reserved.

Registration

Updated "Code of Conduct and Ethical Standards for Public Officials and Employees" and Updated Revised Rules on Administrative Cases in the Civil Service (RACCS)

Class Schedule : Oct 27 and 28, 2025

Class Hours : 8:00 AM to 5:00 PM

Venue : Camelot Hotel, #35 Mother Ignacia Avenue, Quezon City

Standard Course Fee: Php 4,000 Vat Exclusive ☐ (live-out)
Php 6,000 Vat Exclusive, ☐ (live-in) Check in Oct 27 @ 10am
Check out Oct 28 @ 12nn

Course fee includes class instruction, course materials, certificate of completion, and use of ancillary equipment and hardware. Audio or video recording of the training course is strictly prohibited. Philippine Information Office Inc. reserves the right to make changes to the information contained herein without prior notice.

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PHILIPPINE INFORMATION OFFICE INC

Strategic Thinking in the Company and Conflict Resolution and Mediation Workshop

Program of Activities

October 23 and 24, 2025

Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.

1st Day October 23 (Monday)

7.00 am - 8.00. am:	Registration
8:10 A.M – 8.10 am:	Invocation, National Anthem, Welcome Remark Introduction of Participants / Speakers House Rules, Managing Expectations
8:10 am – 10:00 am	Lecture / Coffee Break
10:00am	Coffee break
12.00 nn -1.00 pm	Lunch
1.00.pm -3.00 pm	Lecture / Coffee Break
3.00 pm – 5.00 pm	Lecture, Samary of Discussion, Conclusion of the Seminar Closing Prayer

2nd Day October 24 (Tuesday)

7:00 am – 8:00 am	Registration
8:00 am – 10.00 am	Lecture
10:00 am	Coffee Break
12:00. nn 1:00 pm	Lunch
1.00 pm -3:00 pm	Coffee Braek
3.00 pm – 5.00pm	Conclusion of the Seminar, Distribution of Certificate, Photo oof, Closing Prayer

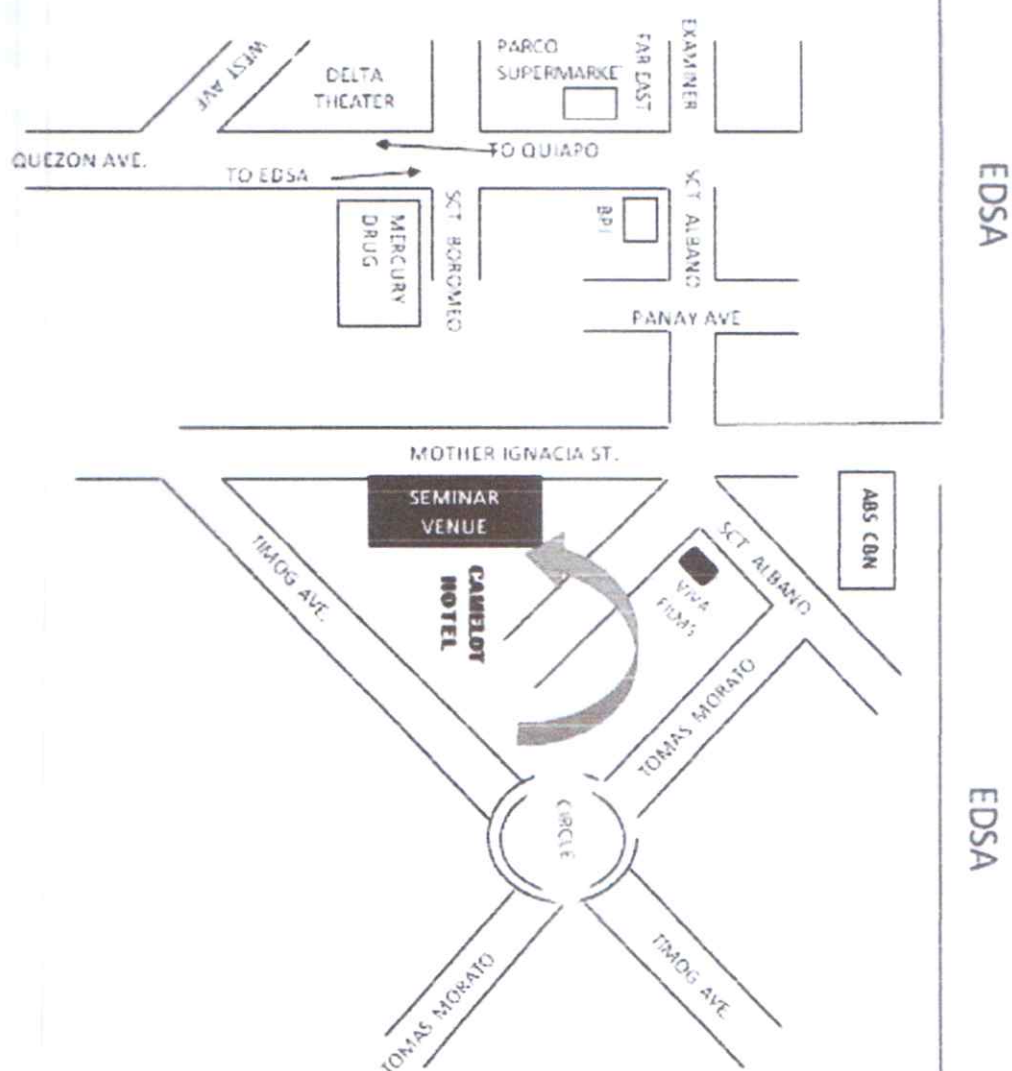
Thank you so much for being a part of this 1st and 2nd day of Training Program....

CAMELOT HOTEL

#35 Mother Ignacia Ave. ~~Diliman~~, Quezon City

(02) 373 2101

LOCATION MAP



Training on Strategic Thinking in the Company and Conflict Resolution and Mediation Workshop

Day 1 Theme: Strategic Thinking in the Company

This session focuses on building participants' ability to think strategically and align their work with long-term organizational goals. Through interactive discussions and practical tools like SWOT and PESTLE analysis, participants will learn how to assess their business environment, set strategic priorities, and make decisions that support sustainable growth and competitiveness.

Objective: By the end of this session, participants will be able to **understand and apply the principles of strategic thinking to enhance decision-making, long-term planning, and organizational alignment.**

Schedule:

Time	Activity / Topic	Details
9:00 – 9:30 AM	Opening Program Leveling of Expectations Overview	
9:30 – 10:30	Understanding Strategic Thinking	Definition, importance in business, mindset shift from operational to strategic
10:30 -10:45 AM	Morning Break	- -
10:45 – 12:00 NN	Strategic Analysis Tools and Techniques	SWOT, PESTLE, Interactive discussion
12:00 – 1:00 PM	Lunch Break	- -
1:00 – 2:30 PM	Visioning and Goal Setting	Creating compelling long-term goals and aligning with organizational strategy
2:30 - 2:45 PM	Afternoon Break	- -
2:45 – 3:45 PM	Strategic Decision Making	Tools for prioritizing and evaluating strategic options
3:45 – 4:15 PM	Wrap-up Q and A	Reflections Takeaways

Training on Strategic Thinking in the Company and Conflict Resolution and Mediation Workshop

Day 2 Theme: Conflict Resolution and Mediation

This session equips participants with essential skills to handle workplace conflict constructively. Participants will explore the causes of conflict, **assess their own conflict styles**, and learn structured techniques for resolution and mediation. Practical role-plays and case studies will enhance their ability to navigate difficult conversations and promote a culture of collaboration and trust.

Objective: By the end of this session, participants will be able to **recognize the sources and dynamics of workplace conflict, identify personal conflict management styles, and apply practical techniques for resolving conflict through effective communication and mediation.**

Schedule:

Time	Activity / Topic	Details
9:00 – 9:15 AM	Learning Management Recap of Day 1 Introduction to Day 2	
9:15 – 10:30	Understanding Conflict	Types, sources, and dynamics of workplace conflict
10:30 -10:45 AM	Morning Break	- -
10:45 – 12:00 NN	Conflict Resolution Styles	Self-assessment and discussion (Thomas-Kilmann model)
12:00 – 1:00 PM	Lunch Break	- -
1:00 – 2:30 PM	Mediation Skill and Process	Mediator role, stages of mediation, neutrality, active listening
2:30 - 2:45 PM	Afternoon Break	- -
2:45 – 3:45 PM	Application and Simulation	Conflict resolution and mediation scenarios
3:45 – 4:15 PM	Wrap-up Q and A	Action Planning Personal Commitment