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**March 22, 2012**

### **TARLAC STATE UNIVERSITY (TSU) NATIONAL SEMINARS**

The Tarlac State University (TSU) through the Professional Development and Consultancy Service Office (PDCSO) announces the conduct of its **National Seminars** on the following dates at the TSU Hostel, Lucinda Campus, San Sebastian, Tarlac City.

<b>Seminar/Title</b>	<b>Date</b>	<b>Aim</b>
On Top of Everything – How to Develop and Manage Training Programs for the People Excellence in the Workplace	August 15-17, 2012	<ul style="list-style-type: none"> <li>Provide the participants with the knowledge and skills needed in preparing a training program from training needs identification to evaluating training effectiveness</li> </ul>
Human Relations: Learning the Fundamentals of Getting Along with Others and Getting Things Done		<ul style="list-style-type: none"> <li>Present win-win approaches in relating to employees with diverse orientations, philosophies and viewpoints</li> <li>Learn the secrets of famous men and women who made it in shaping and reshaping their organizations in natural fashions despite complexities in employee co-employee behaviors</li> </ul>
Information at Your Fingertips- Achieving Excellence in Archives and Records Management	September 12-14, 2012	<ul style="list-style-type: none"> <li>Train the participants on how to apply the ideas in total quality management (TQM)</li> <li>Identify useful quality improvement techniques and describe how TQM can be introduced in their place of work</li> </ul>
Transformation Leadership: Inspiring a People, Making a Difference		<ul style="list-style-type: none"> <li>Improve the leadership skills of the participants to become more effective leaders</li> <li>Guide them on possessing the qualities towards the road to personal and organization effectiveness</li> </ul>
Communicate– The Writer’s Route in Technically Efficient Writing	October 17-19, 2012	<ul style="list-style-type: none"> <li>Enhance participant’s professionalism through right, timely and effective writing that show simplicity, clarity and impact.</li> </ul>
Right Hand, On Hand: Creating Extraordinary Assistant Training for Secretarial Excellence		<ul style="list-style-type: none"> <li>Develop core skills for a modern secretary and personal assistant (PA) to function well in a highly competitive and demanding business environment;</li> <li>Learn time management, identify and sort priorities</li> </ul>
On Q: Total Quality Management for Managers	November 14-16, 2012	<ul style="list-style-type: none"> <li>Train the participants on how to apply ideas in TQM;</li> <li>Identify useful quality improvement techniques and how to be introduced into their place of work</li> </ul>
An Eye for Perfection-Skills Enhancement for Effective Supervision (SEES)		<ul style="list-style-type: none"> <li>Learn new paradigms in supervision, excellent interpersonal skills, effective communication, leadership and new techniques on how to get things done with proper delegation.</li> </ul>

The target participants are human resource officers, trainers, managers and junior executives, supervisors, researchers, technical personnel, secretaries and personal assistants.

Each participant shall be charged any of the following registration fees which include seminar, bag/kit, CD containing the modules, meals and certificate of participation:

<b>Registrant</b>	<b>Registration Fee</b>
Live-in Participant	PhP4,000.00
Live-out Participant	PhP6,000.00

For more information, concerned participants may contact any of the following:

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