

Republika ng Dilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 20, 2025

Division Memorandum No. 183 S. 2025

TRAINING-WORKSHOP ON WRITING AND SPEAKING EFFECTIVELY "PROJECT ELA"- ENGLISH LANGUAGE ASSISTANCE FOR SELECTED SDO AND SCHOOL PERSONNEL

To: OIC- Assistant Schools Division Superintendent

Chief Education Supervisors

Public Schools District Supervisors

Public School Heads

OSDS Unit Heads/Section Heads Selected Non-Teaching Personnel

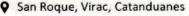
All Others Concerned

- 1. The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a training-workshop on Writing and Speaking Effectively entitled: Project ELA: English Language Assistance for selected SDO Personnel on March 24-25, 2025, at Gran Isabel, Constantino Virac Catanduanes.
- 2. This training-workshop aims to:
 - a. re-learn the basic knowledge on correct usage, business correspondence, speaking and presentation skills.
 - b. Demonstrate correct public speaking skills and attitudes
- 3. Participants to this training-workshop are selected SDO and School Personnel based on the results of the Learning Needs Assessment conducted by the Human Resource Development Unit last March 13, 2025.
- 4. Enclosures to this memorandum provide details as follows:
 - a. Enclosure 1: Training Matrix
 - b. Enclosure 2: List of Participants
 - c. Enclosure 3: List of PMT's
- 5. Likewise, participants are advised to bring a laptop, extension wire, and personal wifi that will be used during the activity.
- 6. Teacher resource person shall prepare a workplan for the students so that learning will not be hampered while they are attending the training workshop. The school head-resource person, on the other hand, shall designate an Officer-In-Charge of the school to take charge of the school during their absence.









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- 7. Meals and other training expenses shall be charged from the Division OPDNTP Continuing Fund while travel expenses of the participants may be charged to local funds subject to usual accounting and auditing rules and regulations.
- 8. For your information, guidance, and compliance.

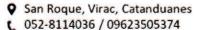
By Authority of the OIC- Schools Division Superintendent:

OIC-Assistant Schools Division Superintendent
Officer-In-Charge









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TRAINING MATRIX

TIME	ACTIVITIES				
08:00-08:30 AM	Arrival & Registration				
08:30-09:00 AM	Preliminaries				
	AVP-Philippines National Anthem				
	AVP-Prayer				
	AVP-Inang Catandungan				
09:00-09:15 AM	Checking of Attendance				
09:15-09:30 AM	Statement of Purpose				
09:30-09:45 AM	Opening Message by SDS, ASDS, or Chief				
09:45-10:00 AM	Activity Objectives and Matrix				
10:00-11:00 NN	Session 1: Review the Basic Rules of grammar, public speaking and presentation skills				
	Session 2: Workshop & Activity				
	Dennis Gianan				
	School Principal II				
11:00-12:00NN	Session 3: Basic Correspondence				
	Ramon Templonuevo				
	School Principal II				
12:00-01:00 PM	Lunch				
01:00-2:00 PM	Session 4: Purpose, Style & Rules in Writing Business				
	Correspondence				
	Anjo G. Tugay				
	Information Officer III Information Unit (Corporate Communications				
	and Multimedia Services) Catanduanes State University				
2:00-2:30PM	Health Break				
2:30-3:30PM	Workshop				
2.50-5.501 M	Anjo G. Tugay				
	Information Officer III Information Unit (Corporate Communications				
	and Multimedia Services)				
	Catanduanes State University				
03:30-04:30PM	Session 5: Public Speaking/Pronunciation & Style				
	Aileen T. Bajaro				
	Teacher III, CNHS				
	SEAMEO Tech Scholar				
	Presentation Style				
	Aileen T. Bajaro				
	Teacher III, CNHS				
	SEAMEO Tech Scholar				
	Demonstration/Simulation				
	Aileen T. Bajaro				
	Teacher III, CNHS				
	SEAMEO Tech Scholar				
04:30-05:00PM	Clearing House/Feedback giving				
	(Day 2 - March 25, 2025				
08:00-08:30 AM	Arrival				
08:30-09:00 AM	Management of Learning				
	*Nationalistic Song				
	*Ecumenical Prayer				

	*Energizer			
	*Recap			
	*Reminders			
09:00-10:00 NN	Effective Communication Strategies for Building Strong			
03.00 10.00 1111	Interpersonal Relationships			
	Anne Marionne Osila			
	T-III, CNHS			
	Fullbright Scholar			
10:00-11:00 PM	Workshop			
	Anne Marionne Osila			
	T-III, CNHS			
	Fullbright Scholar			
12:00-1:00 PM	Lunch			
01:00-03:00 PM Developing Emotional Resilience in the Workplace				
	Aroline T. Borja			
	Education Program Supervisor			
03:00-03:30 PM	Snacks			
3:03- 4:30 PM	Workshop			
	Aroline T. Borja			
	Education Program Supervisor			
04:30-05:00 PM	Closing/Ways Forward			

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TARGET PARTICIPANTS

Training Workshop on Writing & Speaking Effectively English Language Assistance for Non-Teaching Personnel

No	Names	SDO/School	Position
1	Hezil Tumala	DepEd ES	Administrative Assistant II
2	John Paul Vargas	DepEd ES	Administrative Assistant II
3	Emilyn Zafe	DepEd ES	Administrative Assistant II
4	Kristine Vargas	DepEd ES	Administrative Assistant II
5	Sheryl Ann Tresvalles	DepEd ES	Administrative Assistant II
6	Analyn Tatad	DepEd ES	Administrative Aide III
7	Ma. Isabel Tarra	DepEd ES	Administrative Aide IV
8	Irish Sunguad	DepEd ES	Administrative Aide III
9	Joan Jet Roxette Santelices	DepEd ES	Administrative Aide IV
10	Ma. Ellene Samar	DepEd ES	Administrative Aide I
11	Sarah Jane Manlangit	DepEd ES	Administrative Assistant II
12	Maria Eliza Icaranom	DepEd ES	Administrative Aide I
13	Renilda Gud	DepEd ES	Administrative Assistant III
14	Maureen Gil	DepEd ES	Administrative Aide III
15	Leny C. Bilbao	DepED ES	Administrative Aide I
16	Rudy Jr. Gianan	CNHS	Administrative Aide II
17	Ma. Filipinas Garnica	DepED ES	Administrative Aide I
18	Jenelyn Del Barrio	SDO Proper	Administrative Aide VI
19	Sheila O. Bagadiong	Calatagan HS	Administrative Officer Designate
20	Maria Gienine R. Taperla	SDO Proper	Administrative Assistant III
21	Catherine F. Clavecillas	SDO Proper	Administrative Aide VI
22	Rey C. Aldea	SDO Proper	Administrative Aide II
23	Maria Cynthia R. Bongon	SDO Proper	Administrative Aide VI
24	Maria Cristina Alcantara	San Andres ES	Administrative Aide II
25	Melody Taller	SDO Proper	Administrative Assistant III
26	Joseph P. Banares	DepEd ES	Administrative Assistant III
27	Jennifer M. Tomanglao	DepEd ES	Administrative Assistant III
28	Maricris T. Sarmiento	DepEd ES	Administrative Officer II
29	Jinky Marie T. Salvador	DepEd ES	Administrative Officer II
30	Eddie Alcantara Magno Jr	DepEd ES	Administrative Officer II
31	Virginia T. Sunga	DepEd ES	Administrative Aide IV
32	Josie Clavaro	PSAT	Administrative Aide III
33	Geraldine Sunga	Pandan CES	Administrative Assistant III
34	Janice Sapaula	Alinawan ES	Administrative Officer II
35	Eugene Jami Patrick Valeza	Cobo IS	Administrative Aide II
36	Jake Tomagan	Pandan CES	Administrative Officer II
37	Linda Dela Rosa	Panganiban CES	Administrative Officer II
38	Jayson Sarmiento	Gigmoto RDHS	Administrative Assistant II
39	Mark Anthony Tabo	SDO Proper	Administrative Assistant II
40	Virgilio Molina Jr	SDO Proper	Administrative Assistant II
41	Elma Petajen	Virac Pilot ES	Administrative Assistant II
42	Howel Tumampil	Tabugoc CES	Administrative Assistant III

PROGRAM MANAGEMENT TEAM

Executive Committee:

- 1. Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
- 2. Delfin A. Bondad, PhD- OIC Assistant Schools Division Superintendent
- 3. Mary Jean S. Romero-SGOD Chief
- 4. Romel G. Petajen- CID Chief
- 5. Eva S. Tolentino- Administrative Officer V

NAME	POSITION	ROLE	TERMS OF REFERENCE
Carol P. Gil	SEPS-HRD	Program Lead	 Coordinates with team members and program partners to ensure proper implementation of the program Responds promptly to all program implementation concerns Facilitates the pre -and post-meetings Prepares attendance/registration sheets/certificates Coordinates with training venue for accommodation, meals, and other concerns Prepares the program completion report
Elizabeth S. Urbano	EPS-II	Assistant Program Lead	 Assist the Program Lead in the implementation of the PD Program
Dennis Gianan Ramon Templonuevo Anjo G. Tugay Aileen I. Bajaro Anne Marionne Osila Aroline T. Borja		Resource Speaker/Subject- Matter Expert	 Applies effective presentation and facilitation techniques in conducting assigned sessions Provides expert content input during learning sessions
Ma. Rita SR. Tablate		QAME Associate	 Takes charge of Monitoring and Tracking Evaluation Forms Crafts and Quality Assures M&E tools needed to gather relevant data and outputs Analyzes and Interprets M&E tools utilized and presents them to the group during debriefing. Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation
Elizabeth S. Urbano	EPS-II	Documenter	 Documents the proceedings of the learning sessions using the prescribed documentation template

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			•	Takes photos of the
				different parts of the
				program delivery
Gran Isabel Staff		Welfare Officer	•	Ensures that provisions
4	-			for inclusion, safety,
ļ				security, health, and
				wellness of learners, PMT,
				and resource persons are
				adequate and available at
				all times in the venue
			_	Attends emerging
			•	2 2
:				inclusion, safety,
		· .		security, health, and
				wellness concerns of
				participants, PMT, and
				resource
				speakers/subject-matter
				experts.
Carol P. Gil	Secretariat		•	Attends to registration
				needs of learners
			•	Ensures that learners fill
				up attendance sheets
				everyday
1				Prepares directory of
				participants based on
<u> </u>				registration forms
			_	Assists in the distribution
			•	· · · · · · · · · · · · · · · · · · ·
				of learning materials and
				supplies
1			•	Assisting in posting and collection of session
				outputs
			•	Compiles session
.				documents and learning
				resource materials