



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

11 October 2024

DIVISION MEMORANDUM  
No. 577 s. 2024

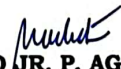
**TRAINING-WORKSHOP ON WRITING AND SPEAKING EFFECTIVELY "PROJECT ELA"-  
ENGLISH LANGUAGE ASSISTANCE FOR SELECTED SDO AND SCHOOL PERSONNEL**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Section/Unit 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 **October 17-18, 2024**, at a venue to be announced in a separate issuance.
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 January 2023.
4. Enclosures to this memorandum provide details as follows:
  - a. Enclosure 1: Approved Activity Proposal
  - b. Enclosure 2: Training Matrix
  - c. Enclosure 3: List of Participants
5. Likewise, participants are advised to bring a laptop, and extension wire 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.
7. Meals and other training expenses shall be charged from the Division OPDNTF Continuing Fund hence, NO registration fee shall be collected from the participants.
8. For your information, guidance, and compliance.

Noted:

By Authority of the OIC- Schools Division Superintendent

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III, Legal Officer &  
Officer-In-Charge



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**ACTIVITY PROPOSAL**

<b>Title of the Activity/Project</b> Training-Workshop on Writing and Speaking Effectively, "English Language Assistance for Non-Teaching Personnel"	<input type="checkbox"/> Regular <input type="checkbox"/> Special	<b>Duration:</b> 2 days  <b>Schedule:</b> October 17-18, 2024
<b>Objectives</b> <ol style="list-style-type: none"> <li>1. To re-learn the basic knowledge of correct grammar, public speaking and presentation skills.</li> <li>2. To learn, re-learn the knowledge and skills on writing business correspondence.</li> <li>3. To apply the knowledge and skills in business correspondence by writing proposals, memos, emails and other forms of communications.</li> <li>4. To demonstrate correct public speaking and presentation skills and attitudes.</li> </ol>	<b>Lead Implementing Unit / Office</b> SGOD-Human Resource Development	
<b>Target Beneficiaries/Participants and Number:</b>  48 Administrative Aides and/or Administrative Assistants	<b>Partner Organization /Agencies:</b>  DepEd SDO	
<b>Description/Components/Activities</b>  Writing and speaking skills are crucial in every profession in a workplace. Workers are always writing notes, email memos, letters, reports, and proposals. People who are good writers and speakers appear to be more capable, intelligent, and responsible.  The results of the Learning and Development Needs Assessment shows that there are 48 Administrative Aides and/or Administrative Assistants Administrative Aides needs L and D intervention in skills on writing business correspondence, correct public speaking and presentation skills and attitudes  With this L & D intervention it is expected that the participants will be able to apply the knowledge, skills, and attitudes in writing memos, business correspondence, speaking, presentation skills in their workplace. Likewise, it will also positively open doors for many employees for personal and professional growth.		

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<b>Budget:</b> <b>Meals and venue: 57,600.00</b> ✓ 48 pax * 2 days * 600.00  <b>Supplies: 2,185.00</b>  <b>Total: 59,785.00</b>	<b>Source of Fund:</b> OPDNTP Continuing Fund ✓
<b>PROGRAM OF ACTIVITIES</b> <b>PROJECT ELA' ENGLISH LANGUAGE ASSISTANCE FOR NON-TEACHING PERSONNEL</b>  <b>October 17-18, 2024   08:00 AM-05:00 PM</b> Venue: TBD	
<b>Time</b>	<b>Activities (October 17, 2024-Thursday)</b>
01:00-05:00 PM	Program Management Team Meeting/Division Staff Orientation Workshop
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 AM	<b>Session 1: Review the Basic Rules of grammar, public speaking and presentation skills</b>  <b>Session 2: Workshop &amp; Activity</b> <i>Dennis Gianan</i> School Principal II
11:00-12:00NN	<b>Session 3: Basic Correspondence</b> <i>Ramon Templonuevo</i> School Principal II
12:00-01:00 PM	Lunch
01:00-2:00 PM	<b>Session 4: Purpose, Style &amp; Rules in Writing Business Correspondence</b> <i>Anjo G. Tugay</i> Information Officer III Information Unit (Corporate Communications and Multimedia Services) Catanduanes State University
2:00-2:30PM	Health Break



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2:30-3:30PM	<b>Workshop</b> Anjo G. Tugay Information Officer III Information Unit (Corporate Communications and Multimedia Services) Catanduanes State University
03:30-04:30PM	<b>Session 5: Public Speaking/Pronunciation &amp; Style</b> Aileen T. Bajaro Teacher III, CNHS SEAMEO Tech Scholar  <b>Presentation Style</b> Aileen T. Bajaro Teacher III, CNHS SEAMEO Tech Scholar  <b>Demonstration/ Simulation</b> Aileen T. Bajaro Teacher III, CNHS SEAMEO Tech Scholar
04:30-05:00PM	Clearing House/Feedback giving
<b>Time</b>	<b>(Day 2 – October 18, 2024-Friday)</b>
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 AM	<b>Effective Communication Strategies for Building Strong Interpersonal Relationships</b> Anne Marianne Osila T-III, CNHS Fullbright Scholar
10:00-11:00 AM	<b>Workshop</b> Anne Marianne Osila T-III, CNHS Fullbright Scholar
12:00-1:00 PM	Lunch
01:00-03:00 PM	<b>Developing Emotional Resilience in the Workplace</b> Aroline T. Borja Education Program Supervisor
03:00-03:30 PM	Snacks



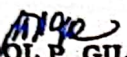
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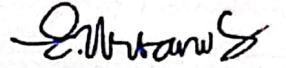


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3:03- 4:30 PM	<b>Workshop</b> Arlene T. Borja Education Program Supervisor
04:30-05:00 PM	Closing/Ways Forward

Prepared by:

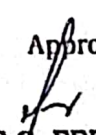
  
**CAROL P. GIL**  
Senior Education Program Specialist

  
**ELIZABETH S. URBANO**  
Education Program Specialist II

Noted:

  
**MARY JEAN S. ROMERO**  
Chief, SGOD

Approved:

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure 3 of DM No. 577 2024

**TARGET PARTICIPANTS**

Training-Workshop on Writing and Speaking Effectively PROJECT ELA "English Language Assistance"

	<b>NAME</b>	<b>OFFICE/SCHOOL</b>	<b>POSITION</b>
1	JADE T. CONCEPCION	SDO Proper	Administrative Aide VI
2	JESSICA T. CONDENO	SDO Proper	Administrative Assistant III
3	JEAN FLOR Q. CESTINA	SDO Proper	Administrative Assistant III
4	LYN ANTONETH C. TEDERA	SDO Proper	Administrative Aide VI
5	MARY JOANNE I. AQUINO	SDO Proper	Administrative Aide I (Capilihan ES)
6	ROSELLE T. BARTOLOME	SDO Proper	Administrative Assistant III
7	MARK ANTHONY TABO	SDO Proper	Administrative Assistant I
8	JENELYN T. LAID	SDO Proper	Administrative Aide VI
9	MARICEL HUBILLA	Palta NHS	Administrative Assistant III
10	ANALIZA G. BESA	SAVS	Administrative Aide VI
11	IRISH M. SUNGUAD	SAVS	Administrative Assistant III
12	KRISTINE MEI MENDOZA	CNHS	Administrative Aide VI
13	AILEEN ALONZO	CNHS	Administrative Assistant III
14	ANNE GEISHA MATIENZO	Virac North	Administrative Officer II
15	KRISTINE JANE DELA CRUZ	Virac North	Administrative Officer II
16	FATIMA F. JOSON	Virac South	Administrative Officer II
17	SHEILA GASCON	San Andres East	Disbursing Officer
18	DEBBIE GO	San Andres West	Administrative Officer II
19	MELISSA CANDELARIA	Bato East	Administrative Assistant III
20	FLORIFE GONZALES	Bato West	Administrative Assistant III
21	GIANA T. GIANAN	Bato West	Administrative Assistant III
22	MA. DOLORES T. CERDON	Baras North	Administrative Officer II
23	JONNEL SARMIENTO	Baras South	Administrative Assistant II
24	APRIL P. SAMUDIHO	Baras South	Administrative Assistant II
25	KRISTIBE T. ARCILLA	Gigmoto	Administrative Assistant II
26	RONNEL R. TATEL	San Miguel South	Administrative Assistant II
27	JOECELETTE A. TABLATE	San Miguel South	Administrative Officer I
28	JOSELITO TAPIA	Bagamanoc North	Administrative Officer II
29	AL FRANCIS MENDEZ	Bagamanoc South	Admin Asst 2 (Disbursing Officer)



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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

30	JERALD SABAYLE	Panganiban	Administrative Officer II
31	LARA MELISSA TITO	Panganiban	Administrative Officer II
32	HEZIL TUMALA	Viga East	Administrative Assistant II
33	EDDIE MAGNO	Viga East	Administrative Assistant II
34	AILEEN T. TIMAJO	Viga West	Administrative Officer II
35	JANETTE S. MARQUEZ	Caramoran North	Administrative Officer II
36	ELAINE ROSE A. MANLANGIT	Caramoran North	Disbursing Officer
37	RODULFO MORANDARTE	Caramoran South	Administrative Officer II
38	ALYSSA BAGADIONG	Caramoran North	PDO (School-Based)
39	BERNARDO F. CONDENO JR	Pandan East	Administrative Officer II
40	JENNIEROSE T. RODRIGUEZ	Pandan East	Administrative Assistant II
41	SHEMAINE TORRECAMPO	Pandan West	Administrative Assistant II
42	GRACE MENDEZ	Pandan West	Administrative Officer II
43	MA. CHRISTINA ALCANTARA	Pandan West	Administrative Officer II
44	LEA S. SOLERO	San Andres West	Administrative Assistant II <i>newly hired</i>
45	SAUL ALEJANDRO	Bato West	PDO (School-based)
46	EMILYN V. ZAFE	Gigmoto	Administrative Assistant II <i>newly hired</i>
47	SHERYL ANN V. TRESVALLES	Panganiban	Administrative Assistant II <i>newly hired</i>
48	MARIA GIENINE R. TAPERLA	SDO Proper	Administrative Assistant III <i>newly hired</i>

**PROGRAM MANAGEMENT TEAM**

**Executive Committee:**

1. Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
2. Mary Jean S. Romero- SGOD Chief
3. Romel G. Petajen- CID Chief, DPDC Chairperson Designate
4. Eva S. Tolentino- Administrative Officer V

NAME	POSITION	ROLE	TERMS OF REFERENCE
Carol P. Gil Elizabeth S. Urbano	SEPS-HRD EPS-II-HRD	Program Leads	<ul style="list-style-type: none"> <li>• Coordinates with team members and program partners to ensure proper implementation of the program</li> <li>• Responds promptly to all program implementation concerns</li> <li>• Facilitates the pre - and post-meetings</li> </ul>



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			<ul style="list-style-type: none"><li>• Prepares attendance/ registration sheets/certificates</li><li>• Coordinates with training venue for accommodation, meals, and other concerns</li><li>• Prepares the program completion report</li></ul>
Aroline T. Borja Ramon Templonuevo Dennis Gianan Anjo G. Tugay Anne Marionne Osila Aileen T. Bajaro	EPS SP-II SP-II  T-II(JHS) T-III (SHS)	Resource Speaker/Subject- Matter Expert	<ul style="list-style-type: none"><li>• Applies effective presentation and facilitation techniques in conducting assigned sessions</li><li>• Provides expert content input during learning sessions</li></ul>
Achilles Alberto		M & E Coordinator	<ul style="list-style-type: none"><li>• Takes charge of Monitoring and Tracking Evaluation Forms</li><li>• Crafts and Quality Assures M&amp;E tools needed to gather relevant data and outputs</li><li>• Analyzes and Interprets M&amp;E tools utilized and presents them to the group during debriefing.</li><li>• Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation</li></ul>
Imaculate T. Latorre	EPS-II	Documenter	<ul style="list-style-type: none"><li>• Documents the proceedings of the learning sessions using the prescribed documentation template</li><li>• Takes photos of the different parts of the program delivery</li></ul>
Anthony Aguirre	Nurse II	Welfare Officer	<ul style="list-style-type: none"><li>• Ensures that provisions for inclusion, safety,</li></ul>





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			<p>security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue</p> <ul style="list-style-type: none"><li>• Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.</li></ul>
Jasmin V. Solo	Secretariat/Participant		<ul style="list-style-type: none"><li>• Attends to registration needs of learners</li><li>• Ensures that learners fill up attendance sheets everyday</li><li>• Prepares directory of participants based on registration forms</li><li>• Assists in the distribution of learning materials and supplies</li><li>• Assisting in posting and collection of session outputs</li><li>• Compiles session documents and learning resource materials</li></ul>