



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


13 March 2025

DIVISION MEMORANDUM
No. 236 s. 2025

**DATA PROFILING NON-TEACHING PERSONNEL FOR TRAINING WORKSHOP
ON WRITING AND SPEAKING EFFECTIVELY FOR SELECTED PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
OSDS Unit Heads/Section Heads
Administrative Assistants/Administrative Aides
Non-Teaching Personnel
All Others Concerned

1. This office will conduct a Division Training Workshop on Writing and Speaking Effectively titled: Project ELA: English Language Assistance for selected SDO Personnel on March 24-25, 2025, 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. In line with this, all Administrative Aides and Administrative Assistants are requested to fill in the link: <https://bit.ly/41rOqFw> on or before **March 17, 2025**.
4. For your information and guidance of all concerned.


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