



DepEd - Division Office of Catanduanes
RECORDS SECTION

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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 20, 2025

Division Memorandum

No. 283 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 OPDNTF 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:

DELFIN A. BONDAD, PhD
OIC-Assistant Schools Division Superintendent
Officer-In-Charge

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 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 Interpersonal Relationships <i>Anne Marianne Osila</i> T-III, CNHS Fullbright Scholar
10:00-11:00 PM	Workshop <i>Anne Marianne Osila</i> T-III, CNHS Fullbright Scholar
12:00-1:00 PM	Lunch
01:00-03:00 PM	Developing Emotional Resilience in the Workplace <i>Aroline T. Borja</i> Education Program Supervisor
03:00-03:30 PM	Snacks
3:03- 4:30 PM	Workshop <i>Aroline T. Borja</i> Education Program Supervisor.
04:30-05:00 PM	Closing/Ways Forward

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist the Program Lead in the implementation of the PD Program
Dennis Gianan Ramon Templonuevo Anjo G. Tugay Aileen I. Bajaro Anne Marianne Osila Aroline T. Borja		Resource Speaker/Subject-Matter Expert	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions
Ma. Rita SR. Tablate		QAME Associate	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template

			<ul style="list-style-type: none"> • Takes photos of the different parts of the program delivery
Gran Isabel Staff		Welfare Officer	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue • Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.
Carol P. Gil	Secretariat		<ul style="list-style-type: none"> • Attends to registration needs of learners • Ensures that learners fill up attendance sheets everyday • Prepares directory of participants based on registration forms • Assists in the distribution of learning materials and supplies • Assisting in posting and collection of session outputs • Compiles session documents and learning resource materials