

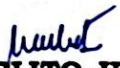


Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
SGOD-UM-10-15-2024/ESU

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Section/Unit Heads
School Heads of School-based Non-Teaching Personnel
Selected Non-Teaching Personnel
All Others Concerned

From: By authority of the OIC-Schools Division Superintendent


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge

Date: October 15, 2024

Subject: **Addendum and Corrigendum to Division Memorandum No. 517, s. 2024, Training-Workshop on Writing and Speaking Effectively "Project ELA" – English Language Assistance for Selected SDO and School Personnel**

1. In reference to the Division Memorandum No. 517, s. 2024 titled Training-Workshop on Writing and Speaking Effectively "Project ELA" – English Language Assistance for Selected SDO and School Personnel, the concerned participants and resource persons are hereby informed that the training workshop is rescheduled on **October 22-23, 2024** due to procurement concerns. A separate advisory shall be issued for the venue.
2. Additionally, a Division Staff Orientation Workshop (DSOW) shall be held on October 17, 2024 8:00 AM-5:00 PM at SGOD Office. Participants to the DSOW are the identified Resource Persons and members of the Program Management Team (PMT).
3. Enclosed in this memorandum is the Division Memorandum No. 517, s. 2024 for reference.
4. For dissemination, guidance and compliance.



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REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

11 October 2024

DIVISION MEMORANDUM
No. 57] s. 2024

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

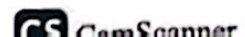
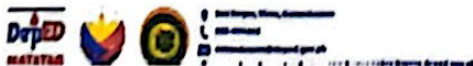
To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Section/Unit Heads
Selected Non-Teaching Personnel
All Others Concerned

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

[Signature]
ATTY. NORLITO JR. P. AGUNDAY
Attorney III, Legal Officer &
Officer-In-Charge





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ACTIVITY PROPOSAL

| | | |
|---|---|--|
| Title of the Activity/Project Training-Workshop on Writing and Speaking Effectively, "English Language Assistance for Non-Teaching Personnel | ___ Regular ___ Special | Duration 2 days Schedule: October 17-18, 2024 |
| Objectives <ol style="list-style-type: none"> 1. To re-learn the basic knowledge of correct grammar, public speaking and presentation skills. 2. To learn, re-learn the knowledge and skills on writing business correspondence. 3. To apply the knowledge and skills in business correspondence by writing proposals, memos, emails and other forms of communications. 4. To demonstrate correct public speaking and presentation skills and attitudes. | Lead Implementing Unit / Office SGOD-Human Resource Development | |
| Target Beneficiaries/Participants and Number: 48 Administrative Aides and/or Administrative Assistants | Partner Organization /Agencies: DepEd SDO | |
| Description/Components/Activities <p>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.</p> <p>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</p> <p>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.</p> | | |

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| Budget: Meals and venue: 57,600.00 ✓ 48 pax * 2 days * 600.00 Supplies: 2,185.00 Total: 59,785.00 | Source of Fund: OPDNTF Continuing Fund ✓ |
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PROGRAM OF ACTIVITIES
PROJECT ELA' ENGLISH LANGUAGE ASSISTANCE FOR NON-TEACHING PERSONNEL

October 17-18, 2024 | 08:00 AM-05:00 PM
 Venue: TBD

| Time | Activities (October 17, 2024-Thursday) |
|----------------|--|
| 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 | 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 |



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 REGION V - BICOL
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| 2:30-3:30PM | Workshop Anjo O. 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 |
| Time | (Day 2 - October 18, 2024-Friday) |
| 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 | Effective Communication Strategies for Building Strong Interpersonal Relationships Anne Marianne Osila T-III, CNIIS Fullbright Scholar |
| 10:00-11:00 AM | Workshop Anne Marianne 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 |



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

Prepared by:

M. Gil
CAROL P. GIL
Senior Education Program Specialist

E. Urbano
ELIZABETH S. URBANO
Education Program Specialist II

Noted:

[Signature]
MARY JEAN S. ROMERO
Chief, SGOD

Approved:

[Signature]
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. 4772024

TARGET PARTICIPANTS

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

| | NAME | OFFICE/SCHOOL | POSITION |
|----|-------------------------|------------------|--------------------------------------|
| 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. SAMUDIIO | 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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| 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 | Olgmoto | 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"> • 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 |



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| | | | <ul style="list-style-type: none"> • Prepares attendance/ registration sheets/certificates • Coordinates with training venue for accommodation, meals, and other concerns • Prepares the program completion report |
| <p>Aroline T. Borja Ramon Templonuevo Dennis Gianan Anjo G. Tugay Anne Marianne Osila Aileen T. Bajaro</p> | <p>EPS SP-II SP-II</p> <p>T-II(JHS) T-III (SHS)</p> | <p>Resource Speaker/Subject- Matter Expert</p> | <ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions |
| <p>Achilles Alberto</p> | | <p>M & E Coordinator</p> | <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 |
| <p>Imaculate T. Latorre</p> | <p>EPS-II</p> | <p>Documenter</p> | <ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template • Takes photos of the different parts of the program delivery |
| <p>Anthony Aguirre</p> | <p>Nurse II</p> | <p>Welfare Officer</p> | <ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, |



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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">• Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts. |
| Jasmin V. Solo | Secretariat/Participant | | <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 |