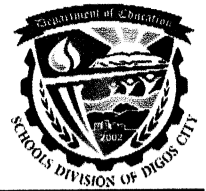




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




May 26, 2017

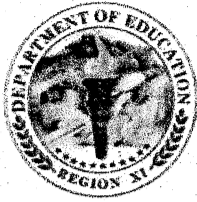
Division Memorandum
No. 351 series 2017

TO: District Supervisors
Secondary School Principals
OICs Secondary Annexes

1. DepEd Advisory No. 142 s. 2016 authorizes this Department/Division to disseminate information on suggested competitive events, scholarship and training opportunities for our teachers, students and pupils. These are issued as ADVISORIES, purely for field information. Personnel who will be attending the above mentioned programs will be on official business, chargeable to local funds.
2. Herewith is an Indorsement from the Regional Office dated May 8, 2017 on Seminar of Effective Writing Techniques on June 8-9, 2017.
3. Please see attachment for more information.
4. For immediate dissemination.


FELICIANO A. TAMONDONG JR. Ed.D, CESO VI
Assistant Schools Division Superintendent
OIC-SDS

DepEd Schools Division Office
RELEASED
3047
Date: JUN 02 2017 Time: 3:20
sv. 



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

DepEd Schools Division Office

First Indorsement
May 8, 2017

RECEIVED 8047
DATE: 24 MAY 2017 TIME: 3:00
BY: *[Signature]*

Respectfully transmitted to the Schools Division Superintendents of Region XI the herein communication letter from the Civil Service Commission Region XI Director IV Annabelle B. Rosell inviting participants from our Department to attend a Seminar on Effective Writing Techniques (SEWT) with a training fee of Two Thousand Four Hundred Pesos only (Php 2,400.00) per head to defray necessary training expenses. This is a two-day program which will be held at a venue to be announced later on June 8-9, 2017.

For more important information, please refer to the communication hereto attached.

Widest dissemination is desired.

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

By: *[Signature]*

Date: 5/10/17 Time: _____

[Signature]
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director
[Signature]



Republic of the Philippines
CIVIL SERVICE COMMISSION

Regional Office No. XI

Escalada Drive cor. Beechnut St., Escalada Subd., Matina, Davao City, 8000

☎ (082) 2991724/25/27, 📠 (082) 2993118, 🌐 :cscro11@yahoo.com

April 25, 2017

Director Alberto T. Escobarte
 Regional Director
 Department of Education
 Region 11, F. Torres St.
 8000 Davao City

DEPARTMENT OF EDUCATION - ROXI
 RECORDS SECTION
RECEIVED

By: _____
 Date: 5-2-17 Time: 8:14

Dear Director Escobarte:

Effective writing skill is very important in proper communication. Government employees especially those assigned in the office should have the confidence in their skills in written communication. Confidence is gained when one is equipped with knowledge and expertise in letter writing, making grammatically-correct sentences and composing reports, memos, resolutions, circulars, etc. For a writer to convey exactly what he/she wants to express in a letter/communication, the structure and contents of the sentence/s should be simple and understandable to the reader.

Thus, the Civil Service Commission as the central human resource institution aims to expose personnel in the bureaucracy to the art of written communication at any level of proficiency, produce a clear and concise writing structure and to re-enforce the knowledge of communication technique gained from their formal education. This program is called **Seminar on Effective Writing Techniques (SEWT)**.

In view of this, we are inviting you to send participants who are interested to develop their writing skills to attend this two-day program on **June 8-9, 2017 at a venue to be determined**. A training fee of **Two Thousand Four Hundred Pesos (PHP 2,400) per participant** shall be collected to defray necessary training expenses. The course will be conducted on a **non-residential basis**.

Kindly accomplish the attached confirmation slip and send it to our Field Office or Regional Office **on or before May 24, 2017**. Reservation of participants shall be on a first-come-first-served basis. This Office reserves its right to deny acceptance of participants once the quota has been met before the deadline.

Please be advised that agencies with confirmed nominees who fail to attend the seminar without prior notice will be billed for the catering expenses inasmuch as for food reservation of said participant is already made in advance.

Your staff may call the Human Resource Division at tel. numbers 299-1724/299-1725/299-1227, for further details.

Very truly yours,

Annabelle B. Rosell
ANNABELLE B. ROSELL
 Director IV

*Received
 South Mindanao
 050277
 C:PT*

----- Cut Here -----
NOMINATION SLIP

AGENCY: _____ Contact No. _____
 Title of Training: **Seminar on Effective Writing Techniques**
June 8-9, 2017

() We will send the following participant/s, namely:

	Last Name, First Name, M.I.	Position	Nickname
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

 Head of Agency
 (Signature over Printed Name)