



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

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RECEIVED** 8800  
 DATE: 14 JUL 2022 TIME: 4:28 pm  
 BY: \_\_\_\_\_

**DIVISION MEMORANDUM**  
 No. 402, s. 2022

**July 14, 2022**

**TRAINING-WORKSHOP ON BASIC COMMUNICATION  
 AND BUSINESS CORRESPONDENCE**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Public School Heads  
 Public School Teachers

1. The results of the Training Needs Analysis (TNA) of the ADA VI and ADAS III employees showed that Written Communication in Core Skills is one of the priority needs. The indicators: knows the different written business communication formats used in the DepEd; writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error, and demonstrates clarity, fluency, impact, conciseness, and effectiveness in his/her written communications. Therefore, this activity on Training-Workshop on Basic Communication and Business Correspondence is conceptualized to address the need.
2. The School Governance and Operations Division (SGOD) thru the Human Resource Development will conduct Training-Workshop on Basic Communication and Business Correspondence on July 26-27, 2022 within Digos City.
3. Attached are the Indicative Program of Activities and List of Participants for ready reference. The participants are quired to bring laptop, extension wire and samples of letter reply, memorandum, advisory, minutes, and proposals for the workshop.
4. Meals, snacks, venue, and professional service of the invited facilitator shall be charged to 2022 GAA HRD Funds subject to the usual accounting rules and regulations.
5. For information, dissemination, and compliance.

For and in the absence of the Schools Division Superintendent:

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED** 22-8800  
 DATE: JUL 18 2022 TIME: 9:22 am  
 BY: \_\_\_\_\_

**BASILIO P. MANA-AY, JR.**

Assistant Schools Division Superintendent  
 Officer-In-Charge



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Indicative Program of activities  
 Training- Workshop on Basic Communication and Business Communication  
 July 26-27, 2022 (Tuesday & Wednesday)  
 Within Digos City

DAY 1	TIME	ACTIVITY	PERSON-IN-CHARGE
	7:00-8:00	Registration	TWG
	8:00-8:30	Preliminaries -Lupang Hinirang -Prayer -Regional Hymn -Digos City Hymn -Attendance Check -Welcome Message -Rationale -Message	TWG  Moderator ASDS Basilio P. Mana-ay, Jr. Sollie B. Oliver, Chief ES SGOD SDS Cristy C. Epe
	8:30- 12:00	Orientation and Workshop -Business Communication - Orientation and Workshop -Writing Effective Business Letters	Maria Vinice Sumaljag CJC
	12:00-1:00	Lunch break	
	1:00-5:00	Workshop Feedback Giving	
DAY 2	TIME	ACTIVITY	PERSON-IN-CHARGE
	8:00-8:30	Preliminaries -Makabayan Song -Attendance Check -Energizer	TWG
	8:30- 12:00	Orientation and Workshop -Writing Memoranda, Minutes, and Proposals -E-mail Etiquette	Maria Vinice Sumaljag CJC
	12:00-1:00	Lunch break	
	1:00-4:30	Workshop Feedback Giving	
	4.30-5:00	Closing Program	

### List of Participants

1	REPOLLO, ARLEN DECAPARON	ADMINISTRATIVE ASSISTANT III	OSDS
2	ROSALITA, MARY SOL SAYSON	ADMINISTRATIVE ASSISTANT III	OSDS
3	OBENZA, MERLYN ESTOMO	ADMINISTRATIVE ASSISTANT III	OSDS
4	LOMA, ALJUN JAY ALABATA	ADMINISTRATIVE ASSISTANT III	OSDS
5	GLORIA, NORBELITH DIAMANTE	ADMINISTRATIVE ASSISTANT II	SHSDC
6	NAHINE, JONA MOILEREEN MARATAS	ADMINISTRATIVE ASSISTANT III	OSDS
7	ZAMBRA, VINCENT SAMAR	ADMINISTRATIVE ASSISTANT III	OSDS
8	BACAMANTE, RAMEL	ADMINISTRATIVE ASSISTANT II	RUPARAN NHS
9	DEVALGUE, MARY ANN IBANEZ	ADMINISTRATIVE ASSISTANT III	OSDS
10	ALCAIDE, ROSETER CATUBAY	ADMINISTRATIVE ASSISTANT III	OSDS
11	IYOG, SHARON ANN SISON	ADMINISTRATIVE ASSISTANT III	OSDS
12	PAGAYON, MA. BERNADETTE VILLARAN	ADMINISTRATIVE ASSISTANT II	DiCNHS
13	MARATA, EVANGELINE BACALTOS	ADMINISTRATIVE ASSISTANT III	OSDS
14	GONZALES, GISELLE DONALVO	ADMINISTRATIVE ASSISTANT III	OSDS
15	BENGIL, JESSRAEL TORREGOZA	ADMINISTRATIVE ASSISTANT III	OSDS
16	EBOL, DANILO JR. MALBUESO	ADMINISTRATIVE ASSISTANT III	OSDS
17	BARITUA, JANICE CAGALITAN	ADMINISTRATIVE ASSISTANT III	KAPATAGAN NHS
18	CABARDO, DAYNIE BETH DIAPERA	ADMINISTRATIVE AIDE VI	OSDS
19	IBÁÑEZ, MARIEFLOR ESPINOSA	ADMINISTRATIVE AIDE VI	OSDS
20	MORAL, CATHERINE NACIONALES	ADMINISTRATIVE AIDE VI	OSDS
21	EVARRETTA, KARYL ANTONIO	ADMINISTRATIVE AIDE VI	OSDS
22	ESCANER, GWENDOLYN MARA LINTUA	ADMINISTRATIVE AIDE VI	OSDS
23	MAYONILA, ADELYN PRESORES	ADMINISTRATIVE AIDE VI	OSDS

#### Top Management

1. SDS
2. ASDS
3. SGOD Chief

#### Training Management

4. SEPS-HRD
5. EPS II-HRD Designate
6. Nurse on Duty
7. Resource Speaker