



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2022- 136

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public School District Supervisors  
Public School Heads  
HRD Specialists  
M&E Specialist  
Nurses-On-Duty

Subject : **TRAINING-WORKSHOP ON BUSINESS CORRESPONDENCE CUM  
MAKING TEAMS WORK**


Date : December 12, 2022

The School Governance and Operations Division (SGOD) thru the Human Resource Development will conduct Training-Workshop on Basic Communication and Business Correspondence on December 22-23, 2022 at Waterfront Insular Hotel, Davao City.

Attached are the Indicative Program of Activities and List of Participants for ready reference. The participants are required to bring laptop, extension wire and samples of letter reply, memorandum, advisory, minutes, and proposals for the workshop.

Meals, snacks, venue/accommodation, and professional services shall be charged to 2022 PSF HRD Funds and downloaded funds while the transportation expenses shall be charged to local funds. Both expenses are subject to the usual accounting and auditing rules and regulations.

For the information and compliance with by all concerned.

  
**CRISTY C. EPE**  
Schools Division Superintendent  
DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: DEC 14 2022 TIME: 2:57pm  
BY: [Signature]

Enclosed: As stated  
SGOD/rbd





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**SCHEDULE OF ACTIVITIES PER DAY**

Time	Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Methodology	Person Responsible	Resources Needed
Day 1 8:00-12:00		Arrival					
Day 1 12:00-1:00	To register the participants	Registration	Attendance	None	None	TWG	Attendance sheets
1:00-1:30	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminaries
1:30-1:45	To answer the pre-test to determine the prior knowledge	Pre-Test	Scores in the Pre-Test	Innovation	Multiple Choice (Pre-Test)	Resource Person	Paper and pencil test
1:45-3:45	To discuss the teamwork skills and its importance to the organization	Lecture	Self-Reflection Journal Writing	Teamwork Skills: Communication (Active Listening), Responsibility & Collaboration, and Awareness	Lecture	Resource Person	Laptop, projector, screen, sound system, PPT
3:45-4:00	To answer the post-test to determine the prior knowledge	Post-Test	Scores in the Post-Test	Teamwork	Multiple Choice (Post-Test)	Resource Person	Paper and pencil test
4:00-4:15	To answer the pre-test to determine the prior knowledge on basic business correspondence	Pre-Test	Scores in the Pre-Test	Innovation	Multiple Choice (Pre-Test)	Resource Person	Paper and pencil test
4:15-6:00	To train the participants on basic communication and write samples of basic communication	Workshop	Invitation letter, reply letter, memorandum	Basic Communication and Business Correspondence	Workshop	Resource Person and Participants	Laptop, projector, screen, printer, papers
6:00-7:00	Dinner						



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Day 2 8:00-8:30	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminaries
8:30-10:30	To train the participants on basic communication and write samples of basic communication	Lecture		Project Proposal	Lecture	Resource Person	Laptop, projector, screen, sound system
10:30-11:45	Presentation of Outputs	Lecture	Samples of basic communications	Project Proposal, Invitation letter, reply letter, memorandum	Lecture	Resource Person	Laptop, projector, screen, sound system, PPT
11:45-12:00	To answer the Post-test	Post-Test	Scores in the Post-test	Basic Grammar	Multiple Choice (Post-Test)	Resource Person	Paper and pencil test
12:00-1:00	Lunch Break						

**LIST OF PARTICIPANTS**

ROOM 1	SDS	ROOM 11	JAY PAUL CABURAL	ROOM 19	MERILYN SALBORO
ROOM 2	ASDS		PETER PAUL DEIPARINE		ANTONIA JUMAWAN
ROOM 3	SGOD CHIEF		ALLEN JOPSEPH MALAHAY	ROOM 20	MARY JOY FORTUN
	CID CHIEF	ROOM 12	NEDYMAR ANDRADE		JULIE ANNE AMPA
	PSDS-JUEZAN		INDA NACUA		JASMINE ASARAK
ROOM 4	EDSEL NACUA		MARIFE BOHOL	ROOM 21	IREENE DANDOY
	JOEL CARTAJENA	ROOM 13	MELACRIS CAMPOMAYOR		RONALD DEDACE
	ROWELEM ROSIMA		MARIE MIE MEDINA		ELESER MATEO
ROOM 5	ANGELITO VILLAGONZALO		RAQUEL CEDENO		DOMINADOR ESPACIO
	RENATO CALIPAYAN	ROOM 14	ALDIN BARSALOTE, JR.		
	NELSON LUCERO				
ROOM 6	JONATHAN RELLON	ROOM 15	ELIZABETHA BUERON		
	AL FERNANDEZ		TITA HERAMIZ		
	DANN BECAMON		RACHEL POGOY		
ROOM 7	REX SAYSON	ROOM 16	NOBA RUBION		
	FELZEV LLOYD SAYSON		LEILANI SENIRES		
	EUGENE SAYSON		MYLENE SAMONTE		
ROOM 8	EDUARDO PALLER	ROOM 17	NORWENDA HAIRIL		
	JUVY SALISE		ZANDRIA SY		
	JERWIN GRANADA		JACQUELINE JAUM		
ROOM 9	ABDUL GAPOR DE GUZMAN		RIZZA VILLALUNA		
	MARVIN PADILLO	ROOM 18	AIMEE AMOR PORTO		
	JUVIC SUCAYRE		LORELIE DEIPARINE		
ROOM 10	JONATHAN ALMACIN		JOY BAULETE		
	JULIUS CASTANARES				
	MARIO ANDALES				