

#### 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 quired 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

JepEd Schools Division of Digos City

RECORDS SECTION

Enclosed: As stated SGOD/rbd





# Republic of the Philippines Department of Education



# Region XI SCHOOLS DIVISION OF DIGOS CITY Digos City

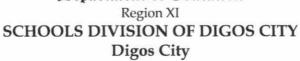
Time	Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Methodol ogy	Person Responsibl e	Resources Needed
Day 1 8:00-12:00		Arrival					
Day 1 12:00-1:00	To register the participants	Registratio n	Attendance	None	None	TWG	Attendance sheets
1:00-1:30	To set the program	Opening Program	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: Communic ation (Active Listening), Responsibi lity & Collaborati on, and Awareness	Lecture	Resource Person	Laptop, projector, screen, sound system, PPI
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 corresponde nce To train the	Pre-Test	Scores in the Pre- Test	Innovation	Multiple Choice (Pre-Test)	Resource Person	Paper and pencil test
4:15-6:00	participants on basic communicati on and write samples of basic communicati on	Workshop	Invitation letter, reply letter, memorand um	Basic Communic ation and Business Correspon dence	Workshop	Resource Person and Participants	Laptop, projector, screen, printer, papers







# Republic of the Philippines Department of Education





Day 2 8:00-8:30	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminarie
8:30-10:30	To train the participants on basic communicati on and write samples of basic communicati on	Lecture		Project Proposal	Lecture	Resource Person	Laptop, projector, screen, sound system
10:30-11:45	Presentation of Outputs	Lecture	Samples of basic communic ations	Project Proposal, Invitation letter, reply letter, memorand um	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		MARY JOY FORTUN
	CID CHIEF	ROOM 12	NEDYMAR ANDRADE	ROOM 20	JULIE ANNE AMPA
	PSDS-JUEZAN		INDA NACUA		JASMINE ASARAK
ROOM 4	EDSEL NACUA		MARIFE BOHOL		IREENE DANDOY
	JOEL CARTAJENA	ROOM 13	MELACRIS CAMPOMAYOR	ROOM 21	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				
	AL FERNANDEZ	ROOM 15	ELIZABETHA BUERON		
	DANN BECAMON		TITA HERAMIZ		
ROOM 7	REX SAYSON		RACHEL POGOY		
	FELZEV LLOYD SAYSON	ROOM 16	NOBA RUBION		
	EUGENE SAYSON		LEILANI SENIRES		
ROOM 8	EDUARDO PALLER		MYLENE SAMONTE		
	JUVY SALISE	ROOM 17	NORWENDA HAIRIL		
ROOM 9	JERWIN GRANADA ADBDUL GAPOR DE GUZMAN		ZANDRIA SY JACQUELINE JAUM		
	MARVIN PADILLO		RIZZA VILLALUNA		
ROOM 10	JUVIC SUCAYRE JONATHAN ALMACIN	ROOM 18	AIMEE AMOR PORTO LORELIE DEIPARINE		
KOOM 10	JULIUS CASTANARES		JOY BAULETE		
	MARIO ANDALES				