



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024- 36

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisor  
Public School Heads

Subject : **INFORMATION ON EFFECTIVE COMMUNICATION IN HANDLING PUBLIC COMPLAINTS**

Date : March 4, 2024

This is in reference to Regional Memorandum HRDD-2024-059 dated February 28, 2024 signed by Roy T. Enriquez, Chief Administrative Officer, re: **Information on Effective Communication in Handling Public Complaints.**

Attached is the basic communication from JVD Training Services on the conduct of seminar titled, "Effective Communication and its Importance in Handling Public Complaints", and "Fiber and IP Network Essential". Other relevant details are found in the enclosure.

In view of the foregoing, participation to the activity is voluntary. Therefore, payment for the registration must be on the personal account of the interested participants. Adherence to DO 9, s. 2005 on Instituting measures to engaged Time-on-Task, and DO 030, s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders shall be strictly observed.

For questions and clarifications, email [jvdtraining@yahoo.com](mailto:jvdtraining@yahoo.com).

Attendance / participation is on official time only.

Immediate dissemination of this Memorandum is directed.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD., CESO VI**  
OIC – Schools Division Superintendent

Schools Division of Digos City

RECORDS SECTION

RECEIVED  
24-118047

DATE: MAR 04 2024 TIME: 2:12pm

BY: *[Signature]*

Enclosed: As stated  
SGOD/jsa



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
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RECORDS

24-28205



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Schools Division Office - Davao City

29 FEB 2024

118047  
3:21

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

HRDD-2024-059

To : Schools Division Superintendents

Subject: INFORMATION ON EFFECTIVE COMMUNICATION AND ITS IMPORTANCE IN HANDLING PUBLIC COMPLAINTS

Date : February 28, 2024

Attached is the basic communication from JVD Training Services on the conduct of seminar titled, "Effective Communication and its Importance in Handling Public Complaints", and "Fiber and IP Network Essential". Other relevant details are found in the enclosure.

In view of the foregoing, participation to the activity is voluntary. Therefore, payment for the registration must be on the personal account of the interested participants. Adherence to DO 9, s. 2005 on Instituting Measures to Increase Engaged Time-on-Task, and DO 030, s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders shall be observed.

For questions and clarifications, email [jvdtraining@yahoo.com](mailto:jvdtraining@yahoo.com).

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director:

BY: *[Signature]*  
Feb. 29, 2024  
28205

*[Signature]*  
**ROY Y. ENRIQUEZ**  
Chief Administrative Officer  
Officer-in-Charge

Enclosed: As Stated.

ROH/kfy

FEB 29 2024



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)



# JVD TRAINING SERVICES

5/F WIL-VIC Building # 125 Kamias Road, Quezon City  
Email - jvdtraining@yahoo.com  
Tel No. 8 5516287 / Mobile No.0916 1700559

February 13, 2024

**HON. ALLAN G. FARNAZO**  
Regional Director  
DEPED - REGION XI  
F. Torres St., Davao City

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

**RECEIVED**

By:   
Date: 2-14-24 Time: 4:29

Dear Sir/Madam:

JVD Training Services will be conducting two (2) seminars on the following subjects as follows:

- ❖ **Effective Communication & its Importance in Handling Public Complaints**  
March 25 and 26, 2024  
8:00am – 5:00pm  
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.  
Registration fee: Php 4,000.00
  
- ❖ **Fiber and IP Network Essential**  
April 17 18, and 19, 2024  
8:00am – 5:00pm  
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.  
Registration fee: Php 6,000.00

The registration fee shall be paid in cash / check **per participant**, payable to JVD Training Services. This includes the module of subject matter, breakfast, lunch, snacks and certificate of completion.

We hope you will send your representatives to this training.

To confirm your attendance, please kindly reply with your filled-up registration form. For inquiries and clarifications, you may reach out to us at Mobile # (0916) 1700559 and look for Ms. Cristy

God bless and Mabuhay!

Truly yours,

*Joel V. De Guzman*

**JOCEL V. DE GUZMAN**  
President