

Enclosure to Regional Memorandum No. **1320**, s. 2023

**ELEVATING STANDARDS THROUGH RENEWED EMPHASIS ON
DEPED'S MANUAL OF STYLE: A WEBINAR FOR
THE NON-TEACHING PERSONNEL**

via MS TEAMS
December 5-7, 2023

Activity Matrix

Time/Day	Day 1	Day 2	Day 3
8:30AM-8:45AM	Opening Program	Management of Learning	Management of Learning
8:46AM-10:00AM	The Mindset of a Business Writer ROGELIO O. TICCOY, JR. Education Program Specialist II	Spelling and Language Usage in Business Correspondence ARIEM V. CINCO AO V, Records Officer	DepEd Official Issuances and Letters JASMIN F. CALZITA AO V Public Information Officer
10:01AM-10:15AM	Health break	Health break	Health break
10:16AM-12:00PM	Activity 1	Activity 3	Activity 5
12:01PM-1:00PM	Lunch break	Lunch Break	Lunch Break
1:01PM-2:45PM	Abbreviations, Acronyms, Capitalization, Dates and Formatting JASMIN F. CALZITA AO V Public Information Officer	Numbers, Organizations, Word Class and Punctuation ARIEM V. CINCO AO V, Records Officer	Guidelines on the Use of the DepEd's Manual of Styles MARK LITO B. GALLANO PO III, PPRD
2:46PM-3:00PM	Health break	Health break	
3:01PM-4:30PM	Activity 2	Activity 4	Closing Program

Prepared by:


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