



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 03, 2024

**REGIONAL MEMORANDUM**

No. **1030** s. 2024

**CAPACITY-BUILDING ON ADVANCED WRITTEN COMMUNICATION  
SKILLS FOR ADMINISTRATIVE PERSONNEL**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
School Governance & Operations Division Chiefs  
All Others Concerned

1. In line with the Department of Education's commitment to enhancing the competencies of its education personnel, this office, through the Human Resource Development Division (HRDD), announces the conduct of the Capacity-building on Advanced Written Communication Skills for Administrative Personnel on October 23 to 25, 2024.
2. The activity aims to enhance the written communication skills of administrative personnel; equip participants with advanced techniques for drafting, editing, and presenting written documents; and promote best practices in written communication within administrative functions.
3. This training is drawn from the Learning & Development (L&D) Results and is reflected in the FY 2024 Consolidated Office Learning Plan. Additional information regarding the venue will be shared in forthcoming communications.
4. The identified participants per Schools Division Offices/ Regional Office, as detailed in the table below, are required to preregister using the provided link at <https://tinyurl.com/CapBAdvncWCS>.

Office/Participants	No. of Participants
Schools Division Offices	52 (4 per SDO)
OARD and ORD	2
Curriculum and Learning Management Division	1
Education Support Services Division	1
Field Technical Assistance Division	1
Quality Assurance Division	1
Policy, Planning, And Research Division	1
Human Resource Development Division	3
Administrative Services Division	3
Finance Division	2
Resource Persons	2
Program Management Team	4
<b>Total</b>	<b>73</b>

5. The expenses for meals, venue rental, and other related expenditures shall be charged against the FY 2024 Organizational and Professional Development for Non-Teaching Personnel Program Support Funds (OPDNTP-PSF). Meanwhile, the travel expenses and per diem of the participants shall be charged against their respective local funds, subject to the existing accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *b*

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING    ADVANCED WRITTEN COMMUNICATION

HRRD-TJCP

