



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

October 22, 2024

REGIONAL MEMORANDUM

No. **1346** s. 2024

RESETTING OF REGIONAL MEMORANDUM NO. 1316, S. 2024: CAPACITY-BUILDING ON ADVANCED WRITTEN COMMUNICATION SKILLS FOR ADMINISTRATIVE PERSONNEL

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Due to the potential hazards posed by Tropical Cyclone "Kristine" and in consideration of the safety and well-being of our Schools Division Office (SDO) participants, the Capacity-Building on Advanced Written Communication Skills for Administrative Personnel originally scheduled on October 23 to 25, 2024 at Ocean View Resort Hotel, Tolosa, Leyte, is hereby rescheduled to October 29-31, 2024.
2. All other provisions in Regional Memorandum No. 1030 and 1316, s. 2024 shall remain effective and in full force except for the adjustment of the schedule.
3. Participants are requested to bring laptops for the hands-on workshops during the training.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None

References: As stated

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

RESETTING
CAPACITY-BUILDING
ADMINISTRATIVE PERSONNEL

HRRD-TJCP





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

October 16, 2024

REGIONAL MEMORANDUM

No. **1316** s. 2024

**UPDATES ON THE CONDUCT OF CAPACITY-BUILDING ON
ADVANCED WRITTEN COMMUNICATION SKILLS
FOR ADMINISTRATIVE PERSONNEL**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to Regional Memorandum No. 1030 s. 2024, that pertains to the conduct of Capacity-Building on Advanced Written Communication Skills for Administrative Personnel from October 23 to 25, 2024, this Office, through the Human Resource Development Division (HRDD), announces that the venue of activity is at Ocean View Resort Hotel, Tolosa, Leyte.
2. The capacity-building sessions will be expertly facilitated by Mr. Ariem V. Cinco, Administrative Officer V, who will deliver insightful discussions on Written Organizational Communication and Oral Organizational Communication Skills.
3. Additionally, the updated slots for each Schools Division Office/Regional Office are provided in the table below:

Office/Participants	No. of Participants
Schools Division Offices	48 (four slots per SDO, except for Leyte Division)
Leyte Division	6
Office of the Regional Director	1
Office of the Assistant Regional Director	1
Administrative Services Division	6
Education Support Services Division	1
Finance Division	2
Field Technical Assistance Division	1
Human Resource Development Division	2
Policy, Planning, And Research Division	1
Resource Person	1
Program Management Team	3
Total	73

4. All other provisions stipulated in the abovementioned Memorandum remain in effect.

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


EVELYN R. FETALVERO, CESO III
Regional Director *PA*

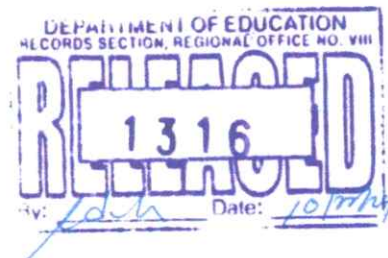
Enclosures: As stated

References: As stated

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

CAPACITY-BUILDING ADMINISTRATIVE PERSONNEL

HRRD-TJCP



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

Timeline	Session Topic/Activity	Resource Person
Day 0 October 23, 2024		
12:00 PM - 01:00 PM	Lunch Time	
01:00 PM - 02:00 PM	Arrival, Check-in of Participants, and Registration of Participants	
02:00 PM - 03:00 PM	Opening Program -Philippine National Anthem -Interfaith Prayer -DepEd Regional Hymn -Quality Policy	
	Opening Remarks	Dr. Ronelo Al K. Firmo, CESO IV Assistant Regional Director
	Rationale and Presentation of Participants	Dr. Harvie D. Villamor Chief Education Supervisor
	Inspirational Message	Dr. Evelyn R. Fetalvero, CESO III Regional Director
03:00 PM - 03:30 PM		
03:30 PM - 05:00 PM	Written Organizational Communication -Importance of Clear Writing -Structure of Written Documents	Ariem V. Cinco Administrative Officer V
05:00 PM - Onwards	Evening Meal	
Day 01 October 24, 2024		
07:30 AM - 08:00 AM	Preliminaries	
08:00 AM - 10:00 AM	Written Organizational Communication -Tone and Style -Proofreading and Editing	Ariem V. Cinco Administrative Officer V
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 PM	Workshop on Written Organizational Communication	Ariem V. Cinco Administrative Officer V
12:00 PM - 01:00 PM	Lunch Time	
01:00 PM - 01:30 PM	Icebreaker	
01:30 PM - 03:00 PM	Oral Organizational Communication Skills -Principles of Effective Communication -Active Listening Techniques	Ariem V. Cinco Administrative Officer V
03:00 PM - 03:30 PM	Health Break	
03:30 PM - 05:00 PM	Oral Organizational Communication Skills -Non-verbal Communication -Delivering Presentations	Ariem V. Cinco Administrative Officer V

05:00 PM - Onwards	Evening Meal	
Day 02 October 25, 2024		
07:30 AM - 08:00 AM	Preliminaries Morning Exercise	
08:00 AM - 09:30 AM	Workshop on Oral Organizational Communication Skills	
09:30 AM - 10:00 AM	Health Break	
10:00 AM - 10:30 AM	Closing Program	

Prepared by:


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Noted by:


HARVIE D. VILLAMOR EdD
 Chief, Human Resource Development Division