



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

November 7, 2022

OFFICE MEMORANDUM

No. **633**, s. 2022

**CAPACITY-BUILDING PROGRAM ON EFFECTIVE PUBLIC SPEAKING
FOR THE REGIONAL EXECUTIVE COMMITTEE (REXECOM)**

To: Regional Office Division Chiefs
Unit and Section Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a capacity-building program on Effective Public Speaking for the Regional Executive Committee (REXECOM) on **December 12, 2022** at the Regional Educational Learning Center – National Educators Academy of the Philippines (RELC-NEAP), Training Hall 1.
2. This capacity-building program is designed to help executives and middle managers to develop their public speaking skills to be able to: (a) speak naturally and think with clarity and purpose; (b) face an audience with confidence, control, sense of humor, and authenticity; (c) shape and organize one's speech and presentation to get the desired response; (d) conquer glossophobia by managing negative stress; (e) and deliver impromptu and prepared speeches.
3. The participants are the Regional Division Chiefs and Unit and Section Heads.
4. Enclosed is the Activity Matrix for reference.
5. For inquiries, contact Dr. Alejandra B. Lagumbay, Chief of HRDD, through hrdd.region8@deped.gov.ph.
6. Expenses for meals, including lunch and two snacks, and the training venue shall be charged to OARD Fund, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD- DSS



[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director



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**CAPACITY-BUILDING PROGRAM ON EFFECTIVE PUBLIC SPEAKING
 FOR THE REGIONAL EXECUTIVE COMMITTEE (REXECOM)**
 RELC-NEAP, Training Hall I | December 12, 2022

TIME	TOPIC
8:00 a.m. – 12:00 p.m.	Preliminaries The Rule of Three in Public Speaking Aristotle's Three Pillars of Persuasive Communication Preparation, Practice, and Performance The Speaker; The Audience; The Medium; The Purpose; The Sources; The Materials Mr. Ariem V. Cinco Administrative Officer V
Lunch Break	
1:00 p.m. – 5:00 p.m.	Principles of Development and Organizational Patterns Let your body talk! Practical Tips Mr. Ariem V. Cinco Administrative Officer V Class Manager: Dina S. Superable

Prepared by:

for
DINA S. SUPERABLE
 EPS

Noted:

for
ALEJANDRA B. LAGUMBAY, PhD
 Chief of HRDD

