



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 *ba*

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 Rationale and Presentation of Participants Inspirational Message	Dr. Ronelo Al K. Firmo, CESO IV Assistant Regional Director Dr. Harvie D. Villamor Chief Education Supervisor 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:


TED JUAN C. PELEÑO
 Education Program Specialist II

Noted by:


HARVIE D. VILLAMOR EdD
 Chief, Human Resource Development Division