



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 18, 2022

DIVISION MEMORANDUM

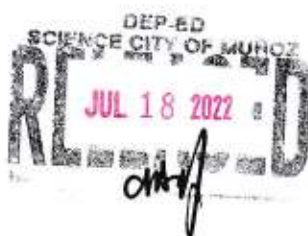
No. 379, s. 2022

TRAINING-WORKSHOP ON PRINCIPLES OF EFFECTIVE BUSINESS COMMUNICATION

To: Assistant Schools Division Superintendent
CID and SGOD Chief ESs
Education Program Supervisors
Public Elementary and Secondary School Heads
Unit Heads
All Others Concerned

1. This Office informs all concerned on the conduct of Training-Workshop on the Principles of Effective Business Communications on July 21, 2022 at 8:00 a.m. – 5:00 p.m. via MS Teams.
2. This activity aims to review the principles of business communications.
3. The participants in this activity are all public elementary and secondary School Heads, and non-teaching personnel.
4. Enclosed are the Program, Program Management Team, and the Technical Working Group.
5. For queries, please contact Miss Aileen G. Mactal through her email address aileen.mactal@deped.gov.ph or cellphone number 09175990328.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent





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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Division Memorandum No. ~~399~~ s. 2022

TRAINING-WORKSHOP ON THE PRINCIPLES OF EFFECTIVE BUSINESS COMMUNICATION

July 21, 2022
8:00 a.m. - 5:00 p.m.

PROGRAM

Philippine National Anthem	AVP
Prayer	AVP
Roll Call	Emcee
House Rules	
Opening Remarks	ZUREX T. BACAY, PhD Assistant Schools Division Superintendent
Message	DANTE G. PARUNGAO, CESO V Schools Division Superintendent
Statement of Purpose	LARRY B. ESPIRITU, PhD Chief Education Supervisor- CID
TRAINING AND WORKSHOP	
Principles of Effective Communication based on DepEd Manual of Style (DMOS)	AILEEN G. MACTAL Education Program Supervisor
Principles of Effective Business Writing	MARILYN D. SICAT OIC- Principal I Palusapis Integrated School -Elem
Workshop	
Presentation of Outputs	
Awarding	Emcee
Ways Forward and Closing Remarks	AILEEN G. MACTAL Education Program Supervisor
JOANNA MARIE D. TORDA Principal I Master of Ceremony	



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REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Division Memorandum No. ~~379~~ s. 2021

PROGRAM MANAGEMENT TEAM

Consultants	DANTE G. PARUNGAO, CESO V Schools Division Superintendent
	ZUREX T. BACAY, PhD Assistant Schools Division Superintendent
Chair	LARRY B. ESPIRITU, PhD Chief ES- Curriculum Implementation Division
Co-Chair	AILEEN G. MACTAL EPS- English
Member	ALL EDUCATION PROGRAM SUPERVISORS

TECHNICAL WORKING GROUP

Chair:	MARILYN D. SICAT
Co-Chair:	ALVIN B. RAMIREZ
Members:	JOANNA MARIE D. TORDA MARICEL D. GILVOLIGAYA, PhD

