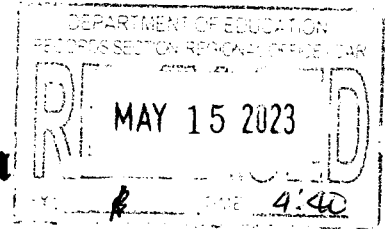




Republic of the Philippines
Department of Education
Cordillera Administrative Region



May 12, 2023

REGIONAL MEMORANDUM

No. 223-2023

**CONDUCT OF LEADING WITH HOPE CLUSTER 3, SERIES 2: SUSTAINING
GOOD CALL FOR WRITTEN COMMUNICATIONS**

To: Schools Division Superintendents
All Other Concerned
All Divisions

1. Pursuant to DepEd Order No. 040, s. 2021, this Office through the National Educators Academy of the Philippines in the Region (NEAPR) shall conduct Series 2: Sustaining Good CALL (Complete, Accurate and Logical Learning) for Written Communications on **May 31-June 2, 2023** at a venue to be announced later.
2. This series aims to enable participants to demonstrate clarity, fluency, impact, conciseness, and effectiveness in their written communications to effectively deliver the intended message. Specifically, participants shall be able to:
 - a. Construct grammatically correct sentences in varied theme-based written activities;
 - b. Write narrative/descriptive reports and related writing assignments based on readily available information;
 - c. Employ the elements of the DepEd Manual of Style in preparing correspondence/ memoranda; and
 - d. Prepare related brochure employing standards on the DepEd Service Marks and Visual Identity Manual and the MATATAG Collaterals.
3. Participants to this activity are listed in Enclosure 1 while Enclosure 2 provides the Training Matrix for reference.
4. Training expenses shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund downloaded to the Regional Office while travel expenses shall be charged to local funds, both subject to existing accounting and auditing rules and regulations.

NEAPCAR/JPA/ibi



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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

5. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.

6. Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

For the Regional Director:


RONALD B. CASTILLO, CESO V
Director III/ Assistant Regional Director

Enclosure 1. List of Participants

Training Management

1. **ESTELA P. LEON-CARIÑO EdD, CESO III/ RONALD B. CASTILLO**
2. **JENNIFER P. ANDE**, Program Manager
3. LAUREEN B. LIKIGAN, Leading with HOPE Focal
4. ELVERNICE S. FANGED
5. FLORENCE E. BALICTAN/ DEXTER B. ANDRES

Resource Speakers

6. Jhordan C. Cuilan
Nover Keithley S. Mente
7. Cyrille Gaye B. Miranda

Participants (Group A)

8. Alingbas, Rushel
9. Bañares, Joseph
10. Banawe, Lilia
11. Cobarrubias, Jose Lorenzo
12. Cudli, Elvira
13. Fermin, Angelique
14. Flores, Marvin John
15. Jose, Winnie
16. Kitongan, Jennelyn
17. Payang, Janette
18. Ramos, Leticia
19. Urmaza, Eric Marvin
20. Payang, Melandro
21. Villena, Jefferson

Participants (Group B)

22. Generoso Palope, Registrar 1, SDO Abra
23. Gaynnivlyn Abansi, Registrar 1, SDO Baguio City
24. Marie Assumpta Billy, Registrar 1, SDO Benguet
25. Bryan Lidua, Registrar 1, SDO Benguet
26. Natividad Binwag, Registrar 1, SDO Ifugao
27. Caroline Chaokas, Registrar 1, SDO Mt. Province
28. Arjay Gullod, Registrar 1, SDO Tabuk City

Enclosure 2. Training Matrix

Activity Design/Program of Activities

Series 2. Sustaining Good CALL for Written Communications: Complete, Accurate and Logical

Learning

DAY 0, Facilitator: Laureen B. Likigan		
3:00-3:15 PM	Registration/ Attendance - Jenelyn B. Kitongan, AO II	Acknowledgment of Participants ... Dexter B. Andres, EPS Statement of PurposeJennifer P. Ande CES & OIC-NEAPR
3:20-3:40 PM	Opening Program Preliminaries AVP Jefferson A. Villena, ADAS III	Welcome Remarks and Message ...ESTELA L. CARIÑO EdD, CESO III Director IV / Regional Director
3:40-6:00 PM	Accomplishment of pre training assessments; Revisit of IPDPs; Update of HRLife profiles and TNA data	

DAY 1, Facilitator: Florence E. Balictan

TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
8:45-9:00 AM	Leveling of Expectations	Laureen B. Likigan, SEPS	
9:00-10:30 AM	Grammatical structures and common errors,	Jhordan C. Cuilan Benguet State University	This topic aims to improve the ability of participants in constructing sentences to appropriately convey accurate and intended idea/ message. At the end of the session, participants should be able to: <ul style="list-style-type: none"> Proficiently construct grammatically correct sentences in varied theme-based oral and written activities; Efficiently use graphic organizers to prepare comprehensive, accurate and complete documents for decision making; and Practice efficiency in completing work based on procedures and standards. Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications
10:30-10:45 AM	<i>Health break</i>		
10:45-12:00 NN	Sentence structuring for effective communication and standards and protocols in written communication		
12:00-1:00 PM	Lunch Break		
1:00-2:30 PM	Idea organization and attention to details		
2:30-2:45 PM	Health Break		
2:45-3:15 PM	Workshop Proper		
3:15-5:00 PM			
5:00-6:00 PM	Finalization of assigned outputs, Accomplishment of QAME and Kirkpatrick Level 1 and 2 Forms		

DAY 2, Facilitator: Dexter B. Andres

8:45-9:00 AM	Management of Learning	Admin	
9:00-10:30 AM	DepED Manual of Style (DMOS)	Nover Keithley S. Mente, EPS	This topic aims to improve the ability of participants in written formal communication following the prescribed format in the DepEd Manual of Style. At the end of the session, participants should be able to: <ul style="list-style-type: none"> Write narrative/descriptive reports and related writing assignments based on readily available information; Prepare a correspondence/ memoranda employing the elements of the DMOS; Prepare related brochure employing standards on the DepEd Service Marks and Visual Identity Manual and the MATATAG Collaterals
10:30-10:45 AM	<i>Health break</i>		
10:45-12:00 NN	Common errors in the DMOS, Workshop Proper		
12:00-1:00 PM	Lunch Break		
1:00-2:30 PM	DepEd Service Marks and Visual Identity Manual	Cyrille Gaye B. Miranda, AOV	
2:30-2:45 PM	Health Break		
2:45-3:15 PM	MATATAG Collaterals		
3:15-5:00 PM	Workshop Proper		
5:00-6:00 PM	Finalization of assigned outputs, Accomplishment of QAME and Kirkpatrick Level 1 and 2 Forms		

DAY 3, Facilitator: Laureen B. Likigan

8:45-9:00 AM	Management of Learning	CLMD	
9:00-10:30 AM	Continuation of Workshop 1. Sentence structuring 2. Preparation of Memorandum and Correspondence 3. Preparation of brochures/ flyers	c/o NEAPR and Resource Speakers	This session shall enable participants to: <ul style="list-style-type: none"> Present output with personal checklist to conform to the DMOS upon return to the work station;

TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
10:30-10:45 AM	<i>Health break</i>		<ul style="list-style-type: none"> • Works constructively and collaboratively with others across organizations to accomplish organizational goals and objectives • Incorporates inputs and suggestions to an improved output that are usable in the workplace
10:45-12:00 NN	Presentation and Critiquing of Outputs		
12:00-1:00 PM	Lunch Break		
1:00-2:30 PM	Continuation of presentation		
2:30-2:45 PM	Health Break		
2:45-3:15 PM	Closing program		
3:15-5:00 PM			
5:00-6:00 PM	Finalization of assigned outputs, Accomplishment of QAME and Kirkpatrick Level 1 and 2 Forms		

Requirements:

To ensure effective realization of the training objectives, the participants shall be able to focus solely on the accomplishment of workshop within the prescribed hours and date. The training management shall ensure that participants are not disrupted with other assignments during the training dates.