




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Cordillera Administrative Region**  
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**  
 No. 298.2016

DELETED  
 OCT 12 2016  
 PL

To : SCHOOLS DIVISION SUPERINTENDENTS  
 RO DIVISION CHIEFS

From :   
**SORAYA T. FACULO**  
 Chief Education Supervisor  
 Officer-In-Charge  
 Office of the Assistant Regional Director

Date: October 11, 2016

Subject : Conduct of the English Written Communication Training, entitled; **“Written Communication Skills Training: Writing the Professional Way”**

1. In pursuit of a responsive Professional Development Program, this office announces the conduct of a training in English Written Communication, entitled; **“Written Communication Skills Training: Writing the Professional Way”** on **November 21-22, 2016** at the **NEAP-R, DepEd-CAR**.
2. The training aims to enhance the written communication skills of the Education Program Supervisors, Public Schools District Supervisors and School Heads. Specifically the training will:
  1. provide practical guides in business correspondence;
  2. introduce basic rules in writing emails and blogs professionally; and
  3. introduce standard formats in writing proposals and reports of DepEd related activities.
3. Participants are the following:

	RO	Abra	Apayao	Baguio City	Benguet	Ifugao	Kalinga	Mt. Province	Tabuk City	Total
<b>Consultants</b>	2									2
<b>Speakers/Staff</b>	19									19
<b>EPS</b>	10	5	5	5	5	5	5	5	5	50
<b>PSDS</b>		5	5	5	5	5	5	5	5	40
<b>School Heads</b>		5	5	5	5	5	5	5	5	40
<b>TOTAL</b>	31	15	15	15	15	15	15	15	15	151

4. Schools Division Offices will recommend participants from their divisions giving priority to those in need of the training as reflected in their respective IPDP. Attached is the training matrix for reference. For the arrangement of their accommodation please e-mail the list to [hrrd.depedcar@gmail.com](mailto:hrrd.depedcar@gmail.com) not later than October 28, 2016 following the format below:

NAME (Last, First MI)	Position	Station	Stay In	Stay out

Prepared by: \_\_\_\_\_ (HRD)

Approved: \_\_\_\_\_ (SDS/ASDS)

5. Participants are required to bring with them their laptops and extension wires.
6. First meal to be served will be breakfast of November 21 and last meal will be dinner of November 22. Participants coming from far Schools Divisions will be accommodated for lodging. Check-in will be morning of November 21, while checkout will be afternoon of November 22, 2016.
7. Food, lodging and training materials of participants and honorarium of resource speakers shall be charged against Regional MOOE while travel expenses of participants shall be charged against local MOOE subject to the usual accounting rules and regulations.
8. For information and compliance.