



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 19, 2024

DIVISION MEMORANDUM

OSDS No. 067, s. 2024

REFRESHER COURSE ON WRITTEN AND ORAL COMMUNICATION FOR NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads and School Heads
Non-Teaching Personnel
This Division

1. Oral and written communication skills are core competencies that every personnel in the Department of Education must possess.
2. To enhance these competencies, and as part of learning and development intervention for the SDO and school-based non-teaching personnel, the Schools Division of Tacurong City will conduct a three-day refresher course on written and oral communication for non-teaching personnel on **July 1-3, 2024** at the **SDO Tacurong Conference Hall, Tacurong City**.
3. No registration fee shall be collected from the participants. Meals and snacks, honorarium of speaker and other incidental expenses relative to the conduct of the said training shall be charged to HRTD fund subject to auditing rules and regulations.
4. Attached are the indicative schedule of activities and list of participants.
5. School heads shall ensure 100% attendance of the identified non-teaching personnel from their respective school/s.
6. For the information, guidance and wide dissemination to all concerned.


GILDO G. MOSQUEDA/ CEO VI
Schools Division Superintendent

Enclosure:

Reference: none

Allotment:

To be included in the Perpetual Index under the following Subjects:

COMMUNICATION SEMINAR TRAINING

ZBP/OSDS-ADMIN/DM / REFRESHER COURSE ON WRITTEN AND ORAL COMMUNICATION FOR NON-TEACHING PERSONNEL/ June 19, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-562-4880; 0919-065-6425

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Indicative Schedule

Date/Time	Activities	In -Charge
July 1, 2024 (Day 1)		
8:00am - 8:30am	ATTENDANCE	SECRETARIAT
8:30am - 9:30 am	Opening Program Preliminaries	SECRETARIAT
	Welcome Remarks	GILBERT B. BARRERA, CESE Asst. Schools Division Superintendent
	Presentation of Participants	GLENDA P. ORCINADO AO IV (HRMO)
	Message	GILDO G. MOSQUEDA, CEO VI Schools Division Superintendent
	Rationale/Objectives	ZENAIDA B. PORRAS, MPA Administrative Officer V Resource Speaker
9:30am - 12:00pm	Basic Written Communication based of DEMOS	
1:00pm – 3:00pm	Continuation	
3:00pm – 5:00pm	Workshop on Written Communication	Participants
July 2, 2024 (Day 2)		
7:45am - 8:00am	MOL	Participants
8:00am - 12:00noon	Presentation of Output	
12:00 – 1:00 pm	BREAK	
1:15pm – 5:00pm	Oral Communication	Resource Speaker
July 3, 2024 (Day 3)		
7:45am – 8:00am	MOL	
	Oral Presentation	Participants & Resource Speaker
8:00am - 12:00 noon	BREAK	
12:00 – 1:00pm	BREAK	
1:00pm - 4:00pm	Continuation of Oral Presentation	Participants & Resource Speaker
4:00pm – 5:00pm	Closing Program	



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Annex B.

**REFRESHER COURSE ON WRITTEN AND ORAL COMMUNICATION
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List of Participants

No.	NAME	DESIGNATION
1	ABENOJA, ADELPA AMBI	ADMINISTRATIVE OFFICER II
2	ALBARAN, GLORY GRACE CABAGAY	ADMINISTRATIVE OFFICER II
3	ALCONERA, RUBY LYN LAPIDEZ	ADMINISTRATIVE ASSISTANT III
4	ARROZA, HEAVEN GRACE BUENDICHO	ADMINISTRATIVE ASSISTANT III
5	BADE, ELLEN ROSE LEGASPI	ADMINISTRATIVE AIDE VI
6	BATISLAONG, MARICAR SUMAOANG	ADMINISTRATIVE ASSISTANT III
7	BUENDICHO, KAITLYN DEEN ESTRELLAN	PROJECT DEVELOPMENT OFFICER I
8	CABALFIN, MARK JOHN COCOY	PROJECT DEVELOPMENT OFFICER I
9	CARVAJAL, ROSELLE TORRUBIA	ADMINISTRATIVE ASSISTANT III
10	CELENDRO, KATHRYNA SOLATORIO	ADMINISTRATIVE ASSISTANT II
11	COLLANTES, JEFFREY ANTONIO	ADMINISTRATIVE ASSISTANT III
12	CUYONG, SHIRLYN DATO-ON	ADMINISTRATIVE OFFICER II
13	DASMARIÑAS, GLAIZA SANTANDER	ADMINISTRATIVE ASSISTANT II
14	DELANTAR, CARLO ALEJ TABOC-TABOC	ADMINISTRATIVE ASSISTANT II
15	DELEGENCIA, SHENA ORBIGO	ADMINISTRATIVE ASSISTANT II
16	DE LUNA, LIZA P.	ADMINISTRATIVE OFFICER IV
17	DIAZ, ELJAN SUBIDO	ADMINISTRATIVE AIDE VI
18	DORADO, MICHELLE MATILOS	ADMINISTRATIVE OFFICER II
19	DUADUA, JACQUELINE FLORES	ADMINISTRATIVE OFFICER II
20	ESCAÑO, MARIE KRIS CASTAÑEDA	REGISTRAR I
21	ESTANISLAO, DOREEN LOU JANOTO	ADMINISTRATIVE OFFICER II
22	FABRIGAR, CLARISE GARCIA	ADMINISTRATIVE ASSISTANT II
23	FUENTES, HYASETH HOPE BERIN	ADMINISTRATIVE ASSISTANT III
24	GABATO, CHARMAINE MAE HOSPITAL	ADMINISTRATIVE ASSISTANT II
25	GAMBOA, ALMA SAMSON	ADMINISTRATIVE ASSISTANT III
26	GARCIA, CHARLOTE MOSQUEDA	ADMINISTRATIVE ASSISTANT II
27	INES, CLEO IRENE LASMARIAS	ADMINISTRATIVE ASSISTANT III
28	LAFORTEZA, ELVIRA ROSETE	ADMINISTRATIVE ASSISTANT III
29	LAVALLE, JOSIE EXCISO	ADMINISTRATIVE OFFICER II
30	LAYGAN, REA MAY SILVERIO	ADMINISTRATIVE ASSISTANT III



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No.	NAME	DESIGNATION
31	LEYNES, RAIZA GRACE OAMIL	ADMINISTRATIVE OFFICER II
32	LIMA, VIVIEN O.	ADMINISTRATIVE OFFICER IV
33	LOPEZ, MONALYN ALBITO	PROJECT DEVELOPMENT OFFICER I
34	LOZANO, CATHERINE MARQUEZ	ADMINISTRATIVE ASSISTANT III
35	LOZANO, JOEY M.	ITO III
36	MACAILING, GEOSALYN LEAL	ADMINISTRATIVE OFFICER II
37	MAGANTE, NICOLE CONEJAR	ADMINISTRATIVE ASSISTANT II
38	MALABOR, RAMILYN TORRES	ADMINISTRATIVE ASSISTANT III
39	MARBELLA, DANILO JR. ALISA	ADMINISTRATIVE ASSISTANT II
40	MORADAS, SHERYLL A.	ADMINISTRATIVE OFFICER V
41	NICOLAS, ALJOY MARIE AMORES	ADMINISTRATIVE ASSISTANT III
42	ORCINADO, GLENDA P.	ADMINISTRATIVE OFFICER IV
43	PACLIBAR, CONCEPCION GUMERA	ADMINISTRATIVE OFFICER II
44	PALADIN, JERALDEN LEGADA	ADMINISTRATIVE ASSISTANT III
45	PURAZO, FEBRIENE KATE ESTANTE	ADMINISTRATIVE ASSISTANT III
46	QUIBUYEN, CHINNIE BETITO	ADMINISTRATIVE OFFICER II
47	QUINES, MERRY QUEEN SEREDICA	ADMINISTRATIVE ASSISTANT II
48	RONCESVALLES, REX LOUIS PARADERO	ADMINISTRATIVE AIDE VI
49	ROSALES, KRIZLE CASPILLO	ADMINISTRATIVE OFFICER II
50	RUELAN, SARRAH JANE GALBAROLI	ADMINISTRATIVE OFFICER II
51	SAJOR, GLENNDAILE JOI FORTEZ	ADMINISTRATIVE AIDE III
52	SANDIG, RADDY PATINGO	ADMINISTRATIVE OFFICER II
53	SARENO, MARK ANTHONY CABAES	ADMINISTRATIVE AIDE VI
54	SEBASTIAN, CHARIEBEN BANGIT	ADMINISTRATIVE OFFICER II
55	SEGURA, PAULO MIGUEL CAJANDIG	ADMINISTRATIVE OFFICER II
56	SERON, CHATRYN MAE LLORCA	ADMINISTRATIVE AIDE VI
57	SESPEÑE, RALPH JAN PUJEDA	ADMINISTRATIVE AIDE III
58	SOLOMON, JONEL	ACCOUNTANT III
59	TAYAG, JENNIFER CLAIRE A.	ADMINISTRATIVE OFFICER IV
60	TORING, MARIALINA ARSENIO	ADMINISTRATIVE OFFICER II
61	VILLA, MENARD-DENCE SALIGAN	ADMINISTRATIVE ASSISTANT III
62	VILLAMOR, MERRY ANN SEGURA	ADMINISTRATIVE OFFICER II
63	ZAMBRA, SHARON MAY SALAMANCA	ADMINISTRATIVE ASSISTANT I