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	DIVISION MEMORANDUM		Name of Office: SGOD-HRD Section

Office Memorandum Number: 004, s. 2019

DIVISION OFFICE
 BAGUIO CITY
 JUL 19 2019
 RELEASED
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DIVISION LAC SESSION ON ENHANCING WRITTEN COMMUNICATION SKILLS-DEPED TECHNIQUE AND DESIGN

To: Division Chiefs
 AO-Administrative Services
 All Other Concerned

1. In line with the implementation of the HRMD Plan (Year 2), and to address the specific Learning and Development (L & D) needs of Division Office employees reflected in their Individual Professional Development Plan (IPDP), this office through the SGOD-Human Resource Development (HRD), shall conduct series of LAC sessions. The first session will be "Enhancing Written Communication Skills-DepEd Technique and Design" on **July 24, 2019, 1:00-5:00 P.M** at DO Training Center. Other sessions will be announced in a subsequent office memorandum.

2. Objectives of the activity are:
1. Demonstrate the capacity to use various writing forms
 2. Exemplify ethical writing practices (i.e., avoid plagiarism, use of an appropriate citation style) in all forms of written communication.
 3. Demonstrate improvements in basic writing skills (i.e. writing of memorandum, MOA, formal letter of invitation, project proposal writing etc.)
 4. Develop and institutionalize a written communication flow for the SDO.

3. The participants to the activity are as follows:

ASDS Soraya T. Faculo	1	HRD Staff	2
Division Chiefs	2	SMM&E	1
PSDSs	10	HRMO	1
EPSs	10	Planning Officer	1
Section heads	12	EPSA (ALS)	1
		EPS –II (LR and SocMob)	2
		Total pax	50

4. Program of Activities

Time/Session	Activity/Topic	Focal/Speaker	Methodology
1:00-1:20	Registration Prayer Statement of Purpose	Program Management Team (PMT)	
1:20 -2:20	Business Writing Skills	Dr. Lillian Pagulangan EPS- English	Lecture, Simulation
2:20-3:30	DepEd Communication Flows	Dr. Soraya Faculo OIC- Office of the ASDS	Lecture, face to face learning
3:30-4:20	Workshop	Program Management Team (PMT)	Write shop
4:20-5:00	Presentation of outputs Next action steps Program evaluation	Program Management Team (PMT)	

5. Identified participants are advised to bring their own notes and pen or laptop for the write shop.
6. Immediate dissemination and compliance to this memorandum is desired.


FEDERICO P. MARTIN, EdD., CEEd.D, CESO V
 Schools Division Superintendent