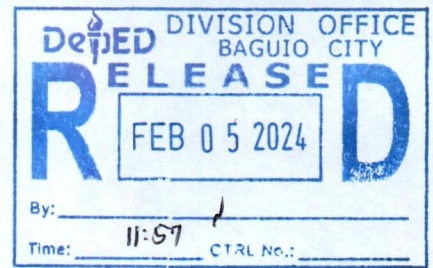




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 5, 2024

DIVISION MEMORANDUM

No. 065-2024

CONDUCT OF LAC SESSION/WRITESHOP ON ENHANCING COMMUNICATION WRITING SKILLS ON WRITE-UP OF ACCOMPLISHMENTS

To: ALL CHIEF EDUCATION SUPERVISORS
 DIVISION PRAISE COMMITTEE
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 OTHERS CONCERNED

- This Office through the School Governance and Operations Division (SGOD)- Human Resource Development Section in coordination with the Civil Service Commission-CAR through the Public Assistance and Liaison Division (PALD) inform concerned offices and personnel on the conduct of LAC session and **Write shop on Enhancing Communication Writing Skills** on **February 15, 2024, 8:00 AM to 5:00 PM** at the Division Office Training Hall.
- The activity aims to create an award winning nomination entries in the 2024 Honor Awards Program and other award giving bodies through enhancing writing skills of potential nominees and technical assistance providers on Rewards and Recognition Programs of the SDO.
- Participants to this LAC Session are the following:

SDS, ASDS & Division PRAISE Committee members	8
3 Selected members "Give Sense to Cents" (PCNHS)	3
3 Selected members "Team Husay at Kakayahan ng bawat isa, bida sa Brigada Eskwela (Lucban ES)	3
3 Selected members of Team Sakusak (Pinsao NHS)	3
First place winners in the 2023 Pammadayaw: Caya-os, Jackson T., Copiling, Riona B, Dulay, Flordeliza S. Embang, Rita P. Guinumtad, Joeferino M. Tudlong, Genevieve C. Tongyofen, Lesli N. Parrocha, Nor-ian R.	8
PSDSs & 2 School Heads per District	30
Total	55 pax

- Expenses incurred relative to the conduct of the activity shall be charged against HRTD funds subject to the usual accounting and auditing rules and regulations.
- Please see attached training matrix for your reference.
- Immediate dissemination of and compliance with this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
 OIC- Schools Division Superintendent





CIVIL SERVICE COMMISSION

Republic of the Philippines

Cordillera Administrative Region



BAGONG PILIPINAS



“Enhancing Communication Writing Skills on Write up of Accomplishments”

(for DepED-Division of Baguio City * 50 pax)
15 February 2024 * DepEd Baguio Training Center

PROGRAM FLOW

The topics and the corresponding time schedule for the learning and development (capacity enhancement) intervention shall be undertaken as follows:

Time	Topic/Activity
8:00 – 8:15	Registration
8:15 – 8:30	Preliminaries/Opening Program <ul style="list-style-type: none"> • Prayer/National Anthem • Acknowledgment of Participants • Greetings/Welcome Message • Levelling of Expectations/House Rules • Introduction of the Subject Matter Expert • Pre-Test
8:30 – 9:00	Session 1: The CSC Honor Awards Program (scope, award categories, awards and incentives)
9:00 – 9:45	Session 2: CSC Res. No. 2100501 dated June 24, 2021 (Guidelines on the 2021 Search for Outstanding Government Workers and the Years Thereafter); Other Requirements
9:45 – 10:00	Snack/Health Break
10:00 – 11:00	Session 3– Accomplishing the HAP Nomination Forms <ul style="list-style-type: none"> > Content Development (writing the Executive Summary, Significant Accomplishment/s, Impact of Accomplishment, Closing Statement, and PRAISE Certification)
11:00 -12:00	Session 4: Practical Tips on Writing, Packaging, Evaluating and Editing Nomination Entries
12:00 – 1:00	Break for Lunch
1:00 – 3:00	Workshop Proper: <ul style="list-style-type: none"> Workshop Group 1 (Part 2 of the HAP Form) Workshop Group 2 (Review/editing the narrative nomination entry)
3:00 – 4:30	Output Presentation and Critiquing
4:30 – 4:45	Post-Test Summary & Integration, Learning Action Plan
4:45 – 5:00	Post-Training Evaluation and Closing Message

Bawat Kawani, Lingkod Bayani