



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

Division Advisory No. 172, s. 2022  
July 25, 2022

This Advisory is issued for the information of the Assistant Schools Division Superintendent, Division Chiefs, Public Schools District Supervisor for Secondary Schools, Public Secondary School Heads, Concerned Public School Non-Teaching Personnel and SDO Personnel, and Members of the Training Management

**VENUE FOR THE TRAINING WORKSHOP ON BASIC COMMUNICATION AND BUSINESS CORRESPONDENCE**

1. This is in reference to Division Memorandum Number 458, series 2022, re: Training-Workshop on Basic Communication and Business Correspondence on **July 26-27, 2022** which will be held at **Arnaldo's Hotel & Restaurant**, Rizal Avenue, Digos City.
2. Participants are advised to be at the venue before 8:00 AM. Further, participants shall bring laptop, extension wire and samples of communications such as letter reply, memorandum, advisory, minutes and proposals to be used during the workshop.
3. All other details of the previous communication shall remain in effect.
4. For information and dissemination.

For and in the absence of the Schools Division Superintendent:

  
**BASILIO P. MANA-AY, JR.**

Assistant Schools Division Superintendent  
Officer-In-Charge

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
22-88003

DATE: JUL 25 2022 TIME: 9:03pm

BY: 







Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED** 8800  
DATE: 14 JUL 2022 TIME: 4:28 pm  
BY: A

**DIVISION MEMORANDUM**  
No. 458, s. 2022

July 14, 2022

**TRAINING-WORKSHOP ON BASIC COMMUNICATION  
AND BUSINESS CORRESPONDENCE**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Public School Teachers

1. The results of the Training Needs Analysis (TNA) of the ADA VI and ADAS III employees showed that Written Communication in Core Skills is one of the priority needs. The indicators: knows the different written business communication formats used in the DepEd; writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error, and demonstrates clarity, fluency, impact, conciseness, and effectiveness in his/her written communications. Therefore, this activity on Training-Workshop on Basic Communication and Business Correspondence is conceptualized to address the need.
2. The School Governance and Operations Division (SGOD) thru the Human Resource Development will conduct Training-Workshop on Basic Communication and Business Correspondence on July 26-27, 2022 within Digos City.
3. Attached are the Indicative Program of Activities and List of Participants for ready reference. The participants are required to bring laptop, extension wire and samples of letter reply, memorandum, advisory, minutes, and proposals for the workshop.
4. Meals, snacks, venue, and professional service of the invited facilitator shall be charged to 2022 GAA HRD Funds subject to the usual accounting rules and regulations.
5. For information, dissemination, and compliance.

For and in the absence of the Schools Division Superintendent:

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED** 22-68007  
DATE: JUL 18 2022 TIME: 4:22 am  
BY: A



**BASILIO P. MANA-AY, JR.**

Assistant Schools Division Superintendent  
Officer-In-Charge

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
(082) 553-8396 | (082) 553-8376  
[www.depdedigoscity.org](http://www.depdedigoscity.org) | [digos.city@depded.gov.ph](mailto:digos.city@depded.gov.ph)



Indicative Program of activities  
 Training- Workshop on Basic Communication and Business Communication  
 July 26-27, 2022 (Tuesday & Wednesday)  
 Within Digos City

DAY 1	TIME	ACTIVITY	PERSON-IN-CHARGE
7:00-8:00		Registration	TWG
8:00-8:30		Preliminaries -Lupang Hinirang -Prayer -Regional Hymn -Digos City Hymn -Attendance Check -Welcome Message -Rationale -Message	TWG  Moderator ASDS Basilio P. Mana-ay, Jr. Sollie B. Oliver, Chief ES SGOD SDS Cristy C. Epe
8:30- 12:00		Orientation and Workshop -Business Communication - Orientation and Workshop -Writing Effective Business Letters	Maria Vinice Sumaljag CJC
12:00-1:00		Lunch break	
1:00-5:00		Workshop Feedback Giving	
DAY 2	TIME	ACTIVITY	PERSON-IN-CHARGE
8:00-8:30		Preliminaries -Makabayan Song -Attendance Check -Energizer	TWG
8:30- 12:00		Orientation and Workshop -Writing Memoranda, Minutes, and Proposals -E-mail Etiquette	Maria Vinice Sumaljag CJC
12:00-1:00		Lunch break	
1:00-4:30		Workshop Feedback Giving	
4:30-5:00		Closing Program	



### List of Participants

1	REPOLLO, ARLEN DECAPARON	ADMINISTRATIVE ASSISTANT III	OSDS
2	ROSALITA, MARY SOL SAYSON	ADMINISTRATIVE ASSISTANT III	OSDS
3	O BENZA, MERLYN ESTOMO	ADMINISTRATIVE ASSISTANT III	OSDS
4	LOMA, ALJUN JAY ALABATA	ADMINISTRATIVE ASSISTANT III	OSDS
5	GLORIA, NORBELITH DIAMANTE	ADMINISTRATIVE ASSISTANT II	SHSDC
6	NAHINE, JONA MOILEREEEN MARATAS	ADMINISTRATIVE ASSISTANT III	OSDS
7	ZAMBRA, VINCENT SAMAR	ADMINISTRATIVE ASSISTANT III	OSDS
8	BACAMANTE, RAMEL	ADMINISTRATIVE ASSISTANT II	RUPARAN NHS
9	DEVALGUE, MARY ANN IBANEZ	ADMINISTRATIVE ASSISTANT III	OSDS
10	ALCAIDE, ROSETER CATUBAY	ADMINISTRATIVE ASSISTANT III	OSDS
11	IYOG, SHARON ANN SISON	ADMINISTRATIVE ASSISTANT III	OSDS
12	PAGAYON, MA. BERNADETTE VILLARAN	ADMINISTRATIVE ASSISTANT II	DICNHS
13	MARATA, EVANGELINE BACALTOS	ADMINISTRATIVE ASSISTANT III	OSDS
14	GONZALES, GISELLE DONALVO	ADMINISTRATIVE ASSISTANT III	OSDS
15	BENGIL, JESSRAEL TORREGOZA	ADMINISTRATIVE ASSISTANT III	OSDS
16	EBOL, DANILO JR. MALBUESO	ADMINISTRATIVE ASSISTANT III	OSDS
17	BARITUA, JANICE CAGALITAN	ADMINISTRATIVE ASSISTANT III	KAPATAGAN NHS
18	CABARDO, DAYNIE BETH DIAPERA	ADMINISTRATIVE AIDE VI	OSDS
19	IBANEZ, MARIEFLOR ESPINOSA	ADMINISTRATIVE AIDE VI	OSDS
20	MORAL, CATHERINE NACIONALES	ADMINISTRATIVE AIDE VI	OSDS
21	EVARRETTA, KARYL ANTONIO	ADMINISTRATIVE AIDE VI	OSDS
22	ESCANER, GWENDOLYN MARA LINTUA	ADMINISTRATIVE AIDE VI	OSDS
23	MAYONILA, ADELYN PRESORES	ADMINISTRATIVE AIDE VI	OSDS

#### Top Management

1. SDS
2. ASDS
3. SGOD Chief

#### Training Management

4. SEPS-HRD
5. EPS II-HRD Designate
6. Nurse on Duty
7. Resource Speaker