



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

04 August 2021

DIVISION MEMORANDUM
No. 300, s. 2021

**CAPACITY BUILDING FOR ALS IMPLEMENTERS
ON BASIC TECHNICAL WRITING**

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
Public School District Supervisor/ALS Supervising Personnel
Senior Education Program Specialists
Education Program Specialist-ALS (EPSA-II)
Alternative Learning System (ALS) Implementers
All Others Concerned
This Division

1. Based on the result of the Learning Needs Analysis conducted by the Personnel Development Committee (PDC), the Office announces the conduct of the Capacity Building for Alternative Learning System (ALS) Implementers on Basic Technical Writing on August 12, 2021 at 8:00am-5:00pm with the limited face to face training modality.
2. The said activity aims to cover the following objectives:
 - a. capacitate ALS implementers on basic report and technical writing;
 - b. write specified communication relative to the indicated topic;
 - c. integrate gender responsive activities to foster personal and professional development.
3. Participants of this activity are ALS implementers (*with the supervising personnel*), Technical Working Group and facilitators. Participants are directed to wear facemask/face shield in the duration of the activity and practice social distancing measures to observe proper health protocols.



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4. Further, meals and other expenses relative to this activity will be charged to the HRTD-GAA fund subject to the usual accounting and auditing processes and procedures.
5. Moreover, this L&D activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For dissemination, guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index

under the following subjects:

SGOD/KRAS/hrd

L&D

ALS

