



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

03 November 2021

DIVISION MEMORANDUM
No. 448, s. 2021

**WRITESHOP ON EFFECTIVE WRITTEN COMMUNICATION
FOR TEACHING AND NON-TEACHING PERSONNEL**

To: **Asst. Schools Division Superintendent**
All Section Heads
Senior Education Program Specialists
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. As a result of the Learning and Development Needs Analysis (LDNA) conducted by the Office through the Personnel Development Committee (PDC), this Office announces the conduct of the *Writeshop on Effective Written Communication for Teaching and Non-Teaching Personnel* on November 10-12, 2021 via synchronous and asynchronous platforms. The aforementioned activity is one of the topmost learning needs of the personnel based on the LDNA.
2. Please be guided on the following sessions:

Date	Topic
November 10, 2021 (Asynchronous)	Subject-Verb Agreement
	Sentence Structures
	Tenses & Sentence Beginnings
November 11, 2021 (Live Session)	Correct Usage
	Formatting
	Writing Business Letters
	Writing Memos
November 12, 2021 (Live Session)	Workshop on Writing Memos
	Writing Announcements
	Workshop and Presentation of Outputs






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- Please see Enclosure 1 for the list of participants from the teaching and non-teaching personnel.
- Further, a special meeting for the breakout sessions relative to this activity will be conducted on November 5, 2021 (10:00-11:30 am) via the online platform with the following program facilitators:

Name	Designation
Karen Rose A. Serrania	SEPS-HRD
Anna Mae M. Atillo	HRMO-II
Jurica Ethel L. Estrada	PDO-II
Merogim M. Mugot	EPS-II
Vanessa Prores Tiad	Nurse II
Nishi M. Abratiguin	ADA VI

- Further, meals and other expenses relative to this activity will be charged to the Human Resource Training and Development (HRTD) fund subject to the usual accounting and auditing processes and procedures.
- 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.
- 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

Written Communication





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**Enclosure 1: List of Participants for the Writeshop on
Effective Written Communication**

Teaching Personnel

Name	Designation	Station
Elvy I. Pairat	Teacher	Amoros Elementary School
Rowena P. Oplas	Teacher I	Bolisong Elementary School
Jamaica A. Gaid	Teacher I	Cogon Elementary School
Angeline B. Fabro	Teacher I	Cogon National High School-JHS
Quimberly G. Baspin	Teacher III	Cogon National High School
Darlen P. Bongolto	Teacher II	El Salvador City CS
Loriebel Y. Estoque	Teacher II	El Salvador City NHS
Psyrel M. Rosas	Teacher I	Himaya National High School
		Himaya Elementary School
Princez Jane M. Nacua	Teacher I	Hinigdaan Elementary School
Leopoul Jeck U. Valiente	Senior High School Teacher 1	Hinigdaan National High School
Leizl Pabololot	Teacher I	Hinigdaan NHS-JS
Claudine Mae L. Lomongo	Teacher I	Kalabaylabay IS
Shela Joy C. Huiso	Teacher 1	Kibonbon Elementary School
Farrah C. Tagala	Teacher III	Molugan Central School
Jessica C. Micabalo	Master Teacher I	Molugan National High School
Icel Jane B. Sotaciol	Master Teacher I	Molugan National High School
Lea D. Deveza	Teacher III	Molugan National High School
Meggan E. Gaid	Teacher	Pedro Sa Baculio Elementary School
Maureen Grace V, Villareal	Teacher 1	Sambulawan Elementary School
Jovit D. Comon	Teacher I	Sambulawan National High School
Nellben H. Gallega	Teacher I	San Francisco de Asis ES
Mary Antoneth B. Gamayon	Teacher	San Francisco de Asis NHS
May Grace Q. Buri	Teacher III	Sinaloc Elementary School
Maristel C. Castaños	Teacher II	Sinaloc National High School
Janeve I. Caballa	Master Teacher I	Taytay Elementary School
Hazel Mae M. Margatinez	Teacher-I	Ulaliman Elementary School





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SDO Participants

Name	Designation	Office
Honey Luz A. Sabuero	AO II	OSDS-Supply
Jenice Mae N. Lolo	ADAS III	OSDS-Main
Shena Marie M. Baculio	Administrative Aide VI	OSDS-Main
Anna Mae M., Atillo	Human Resource Management Officer II	OSDS-Personnel
Nishi M. Abratiguin	ADA VI	Schools Governance Operations Division (SGOD)
Rodrigo N. Valmoria, Jr.	Administrative Assistant III- BAC Sec	OSDS-Admin
Remy Jane M. Macana	Administrative Assistant III	OSDS-Main
Eulita M. Castillo	Administrative Officer II	OSDS-Main
Jurica Ethel L. Estrada	PDO II	Schools Governance Operations Division (SGOD)
Esmael Malaco Jr.	ADAS III	OSDS-Personnel
Rizan Sardane	AO IV-CASHIER	OSDS-Admin
Gerlissa Kristi R. Amoguis	Administrative Aide VI	OSDS-Personnel
Quennie L. Arriescado	Administrative Assistant II	OSDS- Budget & Finance
Marilou B. Paglinawan	ADAS - III	OSDS- Budget & Finance
Dianne L. Suguilon	ADAS III	OSDS- Budget & Finance
Adrian Gabriel Labadan	ADAS III	OSDS Cashier
Vanessa Prores Tiad	Nurse II	SGOD-Medical
Rothelee L. Saburnido	ADAS - II	OSDS- Budget & Finance
Ricca Stephanie Edralin Oco	School Bookkeeper	OSDS- Budget & Finance
Kemberly D. Oco	ADAS II	OSDS- Budget & Finance
Edjie P. Dagopioso	ADAS II	OSDS- Budget & Finance
Cherry Lou D. Asequia	ADAS III	OSDS- Budget & Finance
Alsamel Jane B. Paisano	Administrative Assistant II	OSDS- Budget & Finance
Leabeth P. Salva	ADAS II – School Bookeeper	OSDS- Budget & Finance
Eleonor M. Remonsada	ADAS-III	OSDS- Budget & Finance
Stephanie P. Saligumba	Budget Officer III	OSDS- Budget & Finance
Sheila Mae B. Acero	Administrative Assistant III	OSDS- Budget & Finance
Carlos D. Acero Jr.	Administrative Assistant II	OSDS- Budget & Finance
Leah Mae C. Akut	Administrative Assistant 1	OSDS- Budget & Finance
Glenn John O. Isiderio	PDO-II	Curriculum Implementation Division (CID)
Mary Rose P. Cortez	Administrative Assistant III	OSDS- Budget & Finance
Clark Airon G. Unson	Administrative Assistant III	OSDS- Budget & Finance
Marjorie T. Ras	ADAS III	OSDS- Budget & Finance
Maricel B. Jangao	Accountant III	OSDS- Budget & Finance

