



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

**Office of the Schools
Division Superintendent**

DIVISION ADVISORY
No. 048, s. 2022
April 05, 2022

*In compliance with DepEd Order No. 8, s. 2013,
this Advisory is issued not for endorsement as per DO No. 28, 2001
but for the information of DepEd Officials, Personnel/ Staff and the concerned public
(visit <https://depedelsalvadorcity.net>)*

**WEBINAR ON BASIC COMMUNICATIVE AND LINGUISTIC
COMPETENCE FOR TEACHERS**

The COMARTS Training Center is inviting teachers and administrators to join the **WEBINAR ON BASIC COMMUNICATIVE AND LINGUISTIC COMPETENCE FOR TEACHERS**.

Participation shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 09, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*.

Immediate and wide dissemination of this Advisory is desired.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: Letter of Invitation from the Organizer
To be indicated in the Perpetual Index
under the following subjects: TRAINING PROGRAMS
SGOD/HRD/MPM



April 04, 2022



**Dr. Olga C. Alonsabe, CESE
Schools Division Superintendent
Department of Education
El Salvador City**

Dear Dr. Alonsabe:

We are from the Communication Arts Training Center, a Cebu-based training group that caters to different groups of individuals who have a heart for continual learning.

Communication Arts Training Center has an extensive pool of speakers who are experts in the field of communication, education, journalism, business, arts, tourism, personality development, media, etc..

We have trained over 50,000 diverse individuals. They are government employees, teachers, administrators, skilled workers, and employees from private organizations in Visayas and Mindanao — from different spheres of life, yet united by a common goal: to learn and keep on learning.

Considering the most appropriate training for your organization, ComArts would like to propose to the Department of Education – Division of El Salvador City a webinar on **Basic Communicative and Linguistic Competence for Teachers. It is a three-day webinar via zoom where participants can interact with the speakers.** An E-certificate will also be given to all the participants after the webinar.

Attached is the brief training design for your perusal. We also attached a company brochure for your future reference. Comarts customizes trainings for our clients.

Should you have concerns, feel free to contact us at 09065004070.

We are looking forward to a favorable response from you and your team.

God bless you!

Respectfully,

A handwritten signature in black ink, appearing to read "M. Valmoría-Visitación".

Maria Virginia Valmoría-Visitación
Directress, ComArts Training Center

Department of Education - El Salvador City

Webinar on Basic Communicative and Linguistic Competence

I. Rationale

Communication is very vital in any organization. The strength of an organization practically lies on how communication is channeled to an individual or to the entire body. Every day, we communicate not just emotions but essentially relay instructions, lessons, corrections, and even visions.

Schools as educational institutions should be pillars of the right communication. Teachers play a crucial role in terms of credibility, reliability, connection, and clarity to their students. That is why there is a need to further build the teachers because their influence inside the classroom -- or, in virtual classrooms in the context of new normal -- creates a ripple effect on their students who, like them, will become influencers in their own way.

Right foundation of communication is what everyone deserves. This right foundation starts in formal education with our teachers and their students. We envision then a community of good and effective communicators whose breed becomes the norm and the norm becomes the strength of every generation.

This webinar on **Basic Communicative and Linguistic Competence for Educators** is a good reinforcement. We are confident that regardless of any platform of learning, learning just never stops.

II. Implementation Plan

A. Resource Speakers

2-3 speakers from the Consultancy Team

B. Target Participants:

- Teachers
- Supervisors
- Non-Teaching Personnel

C. Schedule

- Date: (Three Days)
- Venue: Online (via Zoom)

D. Topics Covered:

1. Oral Communication and Speech Improvement

2. Verbal and Non-Verbal Communication

Definition and Rationale

Factors that Dilute Verbal and Non-Verbal Communication

Culturally correct Verbal and Non-Verbal Communication

Common ways of having Verbal and Non-Verbal Cues in Synchrony

Tips of Mastering Verbal and Non-Verbal Communication

3. Effective Communication Skills

Definition in global perspective

Positive development now

Challenges and issues now

Possible avenues for Efcorn to Thrive

IQ/EQ – Grit Dynamics in EFCOM

4. Written Communication: Writing in the Discipline

What makes subject and verb agree and why it's important to teaching professionals?

How subjects and verbs identified? Where are they often situated in a sentence?

Subject-Verb Agreement Exercises

Case Study Samples/Journal articles about subject-verb agreement problems among teaching professionals/English as a Second Language [for deepening: independent reading/processing]

Parallelism [Definition, importance, how achieved, examples]

Advanced Grammar [definition, importance, how achieved, unlocking terms & vocab building, clichés & trite, why and how to avoid their use]

5. Business Correspondence

Business Correspondence: A Situationer [A simple forecast as to where we're heading in Business Correspondence]

Definition, types with focus on common ones teaching professionals make

The C's of Business Correspondence

Do's and Don'ts in Business Correspondence

Common points of conflict in writing BizCo

Making communication letters including Memos & Incident Report

Critiquing of Outputs

Profile of a Poorly Written Business Correspondence

Tips in Writing Business Correspondence & Perfect it

Personality Development (during interviews, in meeting your bosses, job application)

E. Cost Estimates

The training fee is inclusive of the following:

- Speaker's fees with two training assistants
- Certificate of Participation
- Costs:

P1. 450 per head / Minimum of 250 Participants (Three days)

F. Responsibilities of the Training Provider

- Webinar content
- Webinar Zoom Link
- E-Certificate of Participation
- Online Registration
- Online Evaluation

Responsibilities of the Client

- Personal Zoom Account

G. Monitoring and Evaluation

Evaluation link will be given to the participants at the end of the program.