



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila

August 20, 2009

MEMORANDUM TO:

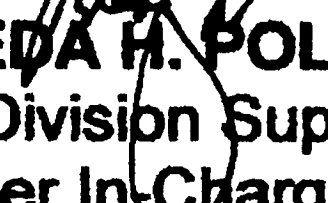
**Asst. Schools Division Superintendents
Division / District Supervisors
Elementary / Secondary School Administrators
All Concerned**

Pursuant to the Advisory from the Staff Development Division, HRDS, DepEd-ULTRA, Pasig City, dated August 5, 2009, enclosed is a memorandum from the Office of the Director IV, DepEd-NCR, Quezon City, dated August 13, 2009, informing the field of the change of venue of Practical English / Communication Training for Regions V, VI, VII, VIII, NCR and Central Office on September 15 to 17, 2009 will be at the Applied Nutrition Center, Banilad, Cebu City instead of Ecotech Center, Cebu City.

For other details, please contact Ms. Moncada at telephone nos. 6337237 / 6388638.

All provisions for training expenses indicated in the memorandum dated February 11, 2009 remain.

Immediate and wide dissemination of this Memorandum is enjoined.


MELEDA H. POLITA
Asst. Schools Division Superintendent
Officer In-Charge

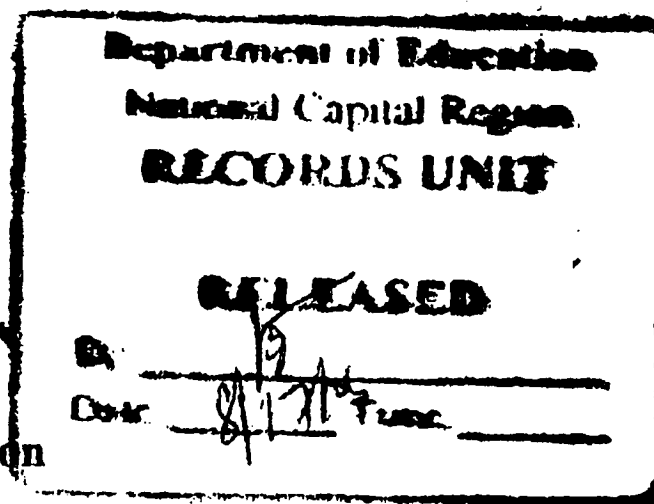
Incl.:

As stated.

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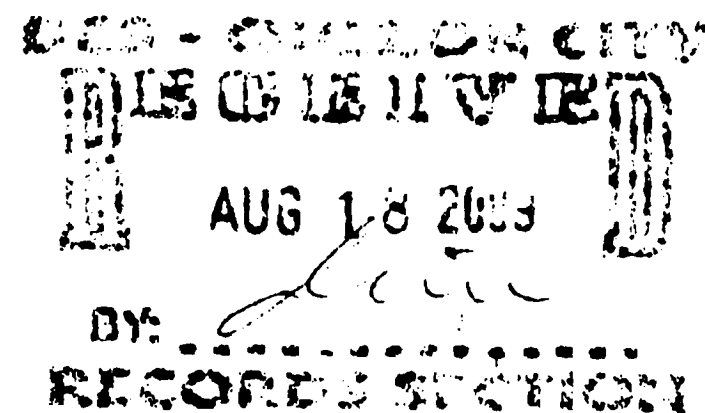
Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



August 13, 2009

Memorandum to-

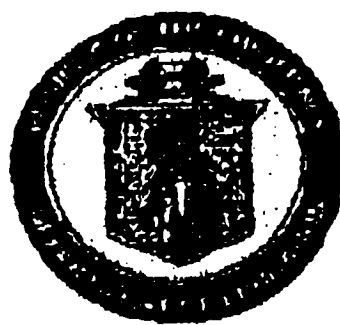
Schools Division Superintendents



Enclosed is a copy of the ADVISORY from the Officer-In-Charge, Assistant Chief, Staff Development Division, HRDS, for change of venue of *Practical English/Communication Training* on September 15-17, 2009 from Ecotech Center, Cebu City to Applied Nutrition Center, Banilad, Cebu City.

[Signature]
 DOMALANTA

"Character, Competence, Excellence and Distinction"



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
 University of Life Complex, Meralco Avenue
 Pasig City, Philippines

05 August 2009

ADVISORY

From the Staff Development Division, HRDS

With reference to DepEd Memorandum No. 51 dated February 11, 2009 the new venue of Practical English/Communication Training for Regions V, VI, VII, VIII, NCR and Central Office will be at Applied Nutrition Center, Banilad Cebu City (instead of Ecotech Center, Cebu City) on September 15-17, 2009

For other details, please contact Ms. Maria Fe Moncada at telephone numbers 02 633 237/6388638.

All provisions for training expenses indicated in the Memorandum dated February 11, 2009 remain.

[Signature]
NERISSA L. LOSARIA
 Officer-In-Charge
 Assistant Chief, SDD HRDS



FEB 11 2009

DepED MEMORANDUM

No. 51, s. 2009

**PRACTICAL ENGLISH/COMMUNICATION TRAINING
FOR NON-TEACHING PERSONNEL**

To: Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. In line with the Department's thrust to improve the English Proficiency of its personnel, the Staff Development Division, Human Resource Development Service (SDD-HRDS) will conduct a series of Practical English/Communication Training for Non-Teaching Personnel on the following dates and venues:

Regions	Dates	Venue
I, II, III, CAR, IV-A, IV-B	August 11-13, 2009	GSP, Tagaytay City
V, VI, VII, VIII, CO, MCR	September 15-17, 2009	Ecotech, Lahug, Cebu City
IX, X, XI, XII, CARAGA, ARMM	September 22-24, 2009	RELC, Davao City

2. The training aims to:

- reinforce the application of professional speaking strategies;
- provide comprehensive language practice that will address the participants' problematic communication areas;
- facilitate intensive immersion in office conversation and people relations;
- enhance the English language proficiency of the non-teaching personnel as they process courteous expression, professionalism and social graces in their various communication exposures; and
- develop skills in preparing presentation materials.

3. Participants to the training are the frontline employees and technical personnel in charge of communication and where the need for practical English in their work is necessary and who were not able to attend the training on Practical English conducted last year.


4. Each region will send 15 participants to ensure that all divisions are represented. Participants are expected to be at the venue at 5:00 p.m. on Day 0. **Late comers will not be accepted after lunch of the first day.**

Registration - Davao City

5. The list of nominees-participants per region must be submitted through fax one week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City c/o Ms. Maria Fe C. Moncada at telefax nos. (02) 633-7237/(02) 538-8638.

6. Traveling expenses and per diem of participants are chargeable against local funds while board and lodging, travel expenses and per diem of facilitators, resource persons, training package cost, supplies, function room rental, extra duty allowance of facilitators and project staff and contingency funds are chargeable against HRTD Funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-in-Charge

Reference: DepED Memorandum: No. 95, s. 2008
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

**EMPLOYEES
Learning Area, ENGLISH
TRAINING PROGRAMS**

Sally: practical English communication for non-teaching personnel
February 10, 2009