



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

July 22, 2024

**DIVISION MEMORANDUM**

No. 378, s. 2024


**CONDUCT OF ADVANCED ORAL AND WRITTEN COMMUNICATION SKILLS  
 TRAINING FOR ADMINISTRATIVE OFFICER II (AO II) AND PROJECT  
 DEVELOPMENT OFFICER I (PDO I) - Batch1**

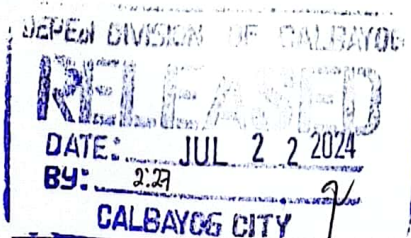
TO: Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 Unit/Section Heads  
 All Others Concerned

1. In consideration to the issuance of DO 2, s. 2024, thereby instituting ample understanding on the duties and responsibilities of AO II and PDO I, this Office, through the SGOD-HRDS, informs the field that the *Advanced Oral and Written Communication Skills Training for Administrative Officer II (AO II) & Project Development Officer I (PDO I) and Onboarding of Newly-hired Non-teaching Personnel* is retitled to *Advanced Oral and Written Communication Skills Training for Administrative Officer II (AO II) and Project Development Officer I (PDO I)-Batch 1*. Likewise, this shall be conducted on **August 13-16, 2024** at the Division Conference Hall.
2. Concomitant to the abovementioned, all Learning Facilitators and the members of the Technical Working Group (TWG) are requested to attend the coordination meeting on **August 6, 2024 (8:00 AM)** at the same venue to finalize and prepare the logistics required in the conduct of this activity.
3. Attached are the updated *List of Participants* and *Matrix of Activities* for the reference of all concerned.
4. The rest of the provisions stipulated in the previous memoranda in consonance with this issuance shall remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR, PhD, CESO VI  
 OIC-Schools Division Superintendent

For the Schools Division Superintendent:

  
**OSCAR D. BILLATE JR.**  
 SEPS/Office-In-Charge



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 Website: <https://calbayogcity.deped.gov.ph/>



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**ADVANCED ORAL AND WRITTEN COMMUNICATION SKILLS TRAINING FOR  
ADMINISTRATIVE OFFICER II (AO II) AND PROJECT  
DEVELOPMENT OFFICER I (PDO I) - Batch1**

August 13-16, 2024  
Division Office Conference Hall

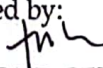
**List of Participants**

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1. Hermie F. Alcera               | 25. Rochelle R. Dianito        |
| 2. Naomi T. Bangcale              | 26. Sharon M. Gonzalbo         |
| 3. Maria Maritess A. Cailo        | 27. Marian C. Advincula        |
| 4. Mylyn S. Cano                  | 28. Leah D. Balane             |
| 5. Joseph J. Amita                | 29. Joanna Lou V. Portura      |
| 6. Dell Christine V. Aniban       | 30. Anna Marie V. Refe         |
| 7. Mary Jane T. Bulan             | 31. Kaye B. Mejica             |
| 8. Kristabel C. Notarte           | 32. Jehra Mae S. Dagami        |
| 9. Alejandro Y. Cagomoc           | 33. Jucelyn L. Bacalso         |
| 10. Duane Tristan S. Callosa      | 34. Leviresa G. Barnizo        |
| 11. Jennifer C. Alvarez           | 35. Carla Marie S. Sabañao     |
| 12. Ronnel D. Clarido             | 36. Marjun R. Magistrado       |
| 13. Lloyd Martin A. Marcial       | 37. Aiza L. Balawing           |
| 14. Jay-Ar John O. Panoy          | 38. Roxanne J. Rosales         |
| 15. Marchel B. Picardal           | 39. Ma. Aleta Yvonne F. Guades |
| 16. Jennifer Z. Prudenciado       | 40. Giovannie O. Desquitado    |
| 17. Therence James D. Prudenciado | 41. Rizalyn M. Marcial         |
| 18. Warlito D. Sabañao            | 42. Genelyn C. Mancol          |
| 19. Mary Grace J. Garcia          | 43. Randy T. Muñoz             |
| 20. Kristine G. Malinog           | 44. Reggie C. Halabaso         |
| 21. Rica Monique D. Mancol        | 45. Aliza Borela-Roa           |
| 22. Mailyn M. Villanueva          | 46. Katherine A. Capalis       |
| 23. Ma. Joan Tocayon              | 47. Eliseo A. Amatosa          |
| 24. Lorraine B. Calong            |                                |

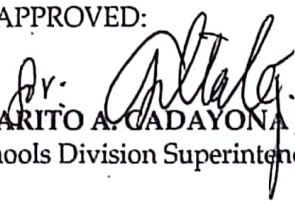
**Resource Persons and TWG:**

- |  |                                     |
|--|-------------------------------------|
| 1. Dr. Erwin L. Purcia, EPS-English        | 6. Corie B. Senolos, MT III/RLMSF   |
| 2. Gary H. Ballon, ITO I                   | 7. Oscar D. Billate, Jr., SEPS-SMME |
| 3. Fernando P. Medrina, P1-Cagmanipis N.ES | 8. Grace S. Pagunsan, AO V          |
| 4. Samuel A. Repelente, MT III             | 9. Marita P. Senolos, SEPS-HRD      |
| 5. Carlo A. Doinog, MT I                   | 10. Rosalia M. Rivera, EPS II-HRD   |

Prepared by:

  
**MARITA P. SENOLOS**  
SEPS-HRD

APPROVED:

  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC-Schools Division Superintendent



**Project SHINES:** *Care to Shine!*





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 ADMINISTRATIVE OFFICER II (AO II) AND PROJECT  
 DEVELOPMENT OFFICER I (PDO I) - Batch1**

August 13-16, 2024  
 Division Office Conference Hall

**MATRIX OF ACTIVITIES**

TIME	TITLE OF SESSION/ ACTIVITY	RESOURCE PERSON/ IN-CHARGE
<i>Day 1</i>		
8:00-8:30	Registration	Rosalia M. Rivera, EPS II
8:30-9:00	Opening Program	
9:00-10:00	Session 0: Leveling of Expectation	
10:00-12:00	Session 1: Psychology of Communication	Corie B. Senolos MT III-RLMSF
12:00-1:00	LUNCH BREAK	
1:00-2:30	Session 2: Introduction to Quality Management System: Tools, Productivity and Culture	Dr. Erwin L. Purcia EPS-English
2:30-4:00	Session 3: Records Management and Document Archiving via Normative Referencing	
4:00-5:00	Workshop	
<i>Day 2</i>		
8:00-8:30	MOL	
8:30-10:00	Session 4A: Writing Business Correspondence	Carlo A. Doinog MT I/TIC
10:00-12:00	Session 4B: Workshop	
12:00-1:00	LUNCH BREAK	
1:00-2:30	Session 5: Albert Mehrabian's Model of Communication for Public Speaking	Samuel A. Repelente MT II-CCNHS
2:30-4:00	Session 6A: Conversation Skills and Effective Customer Service	
4:00-5:00	Session 6B: Workshop	
<i>Day 3</i>		
8:00-8:30	MOL	
8:30-10:00	Session 7: Social Media and Email Etiquette	Gary H. Ballon ITO I
10-12:00	Session 8: The DepEd Manual of Style	Fernando P. Medrina P1-Cagmanipis Norte ES
12:00-1:00	LUNCH BREAK	
1:00-2:30	Session 9: Orientation on the Crafting of Action Plan/Re-entry Plan/JEL	Marita P. Senolos SEPS-HRD
2:30-5:00	Session 9B: Workshop	
<i>Day 4</i>		
8:00-8:30	MOL	
8:30-12:00	Presentation and Critiquing of Outputs	Marita P. Senolos SEPS-HRD  Oscar D. Billate SEPS-SMME



**Project SHINES: Care to Shine!**



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TIME	TITLE OF SESSION/ ACTIVITY	RESOURCE PERSON/ IN-CHARGE
12:00-1:00	LUNCH BREAK	
1:00-3:00	Session 10: Re/Orientation on DepEd Processes and KRAs of AO II & PDO I	Grace S. Pagunsan AO V
3:00-4:00	Next Steps/Agreements/Ways Forward	Marita P. Senolos SEPS-HRD
4:00-5:00	Closing Program	TWG

Prepared by:

*MS*  
MARITA P. SENOLOS  
SEPS-HRD

APPROVED:

*M. Cadayona Jr.*  
MARGARITO A. CADAYONA JR., PhD, CESO VI  
OIC-Schools Division Superintendent



**Project SHINES:** *Care to Shine!*