



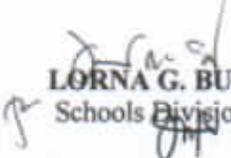
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
Dagupan City

RELEASED
DEFER
DATE: 11/2/17
BY: _____

DIVISION MEMORANDUM

No. 436 s. 2017

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/School Heads (Public Schools)
Others concerned

From:  **LORNA G. BUGAYONG, Ph. D., CESO VI**
Schools Division Superintendent

Subject: PARTICIPANTS FOR THE WRITESHOP ON RESOURCE PACKAGE
DEVELOPMENT ON MODULE 2 AND 3 FOR BASIC CUSTOMER SERVICE
SKILLS TRAINING OF NON-TEACHING PERSONNEL

Date: November 2, 2017

1. In compliance with *Regional Memorandum* dated *October 25, 2017* re: Writeshop on Resource Package Development on Module 2 and 3 for Basic Customer Service Skills Training of Non-Teaching Personnel, the following personnel are hereby requested to attend/participate on the said workshop on **November 6-10, 2017** at the **National Educators Academy of the Philippines Region I (NEAP RO1), San Vicente, San Fernando City, La Union** to wit:

Module 2-Interpersonal Skills and Personality Development

- 1.Chona Flores
- 2.Mary Jane Siapno

Module 3- ICT Skills in the Workplace

- 1.Reynante Infante
- 2.Renan Bautista

2. Please see attached regional memorandum for your ready reference.
3. For information and guidance.



MEMORANDUM

To : Schools Division Superintendents

From : *Dr. Alma Ruby C. Torio*
DR. ALMA RUBY C. TORIO
Regional Director

Subject : Writeshop on Resource Package Development
on Modules 2 and 3 for Basic Customer Service Skills
Training of Non-Teaching Personnel

Date : October 25, 2017

1. The Basic Customer Service Skills Training for Non-teaching personnel is a continuing program of the Human Resource Development Division Region I to empower the administrative assistants and other support staff in providing quality service to our clients and stakeholders.
2. Module 2 shall enhance the Interpersonal Skills and Personality Development of non-teaching personnel and Module 3 shall focus on Self-Mastery. These modules shall further improve the ability of DepEd personnel in professionally handling the day to day activities in their respective offices.
3. The Writeshop on Resource Package Management Development shall be an avenue to prepare appropriate activities, session guides, slides deck, and materials on November 6-10, 2017 at the National Educators Academy of the Philippines Region 1 (NEAP R01), San Vicente, San Fernando City, La Union.
4. The participants for the writeshop shall be the following:

Module 2 - Interpersonal Skills and Personality Development	Module 3- ICT Skills in the Workplace
2 participants from each division / HR SEPS/EPS, Guidance Coordinator/Counselor, and/ any representative with proficient writing skills.	2 participants from each division / IT Officer and/ any representative with ICT skills.

5. List of identified participants shall be submitted on or before November 3, 2017 thru fax (072) 6078139 or email hrrd.ro1@gmail.com.
6. Kindly advise participants to bring laptops, references and other resource materials for the above-mentioned modules.
7. Expenses relative to the aforementioned activity which include transportation expenses, board and lodging of participants shall be charged to Regional HRTD funds subject to the usual accounting and