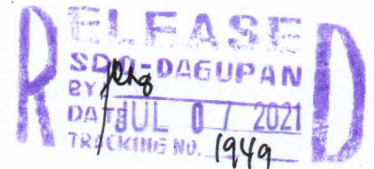




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 177 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Field Staff
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: July 2, 2021

Subject: **ATTENDANCE AND PARTICIPATION TO THE TRAINING ON
MAXIMIZING THE POWER OF COMMUNICATION**

1. In response to Regional Memorandum No. 660, s. 2021 on the conduct of the Training on Maximizing the Power of Communication, the identified personnel are enjoined to attend and actively participate in the said training which will be held on July 12-14, 2021.
2. The training aims to develop effective oral and written communication skills, demonstrate competent, gracious, and satisfying responses to clients and maximize the use of powerful, accurate and successful transfer of information in the workplace using appropriate business correspondence, technical writing and electronic communication.
3. The following participants composed of education program specialists and administrative assistants are advised to pre-register through the link: <http://tinyurl.com/MPO2021> on or before July 7, 2021.

No.	Name of Personnel	Position	Station
1	Haydee C. Maiquez	Education Program Specialist II	Schools Division Office
2	Edgar T. Timbol	Education Program Specialist II	School Division Office
3	Diana Irish J. Solis	Education Program Specialist II	Schools Division Office
4	Kristel Gay C. Raymundo	Administrative Assistant III	Schools Division Office
5	Rochelle A. Cervantes	Administrative Assistant III	Bonuan Buquig National High School
6	Cristy O. Ubando	Administrative Assistant II	Federico N. Ceralde Integrated School
7	Ian Mitchell R. Adajar	Administrative Assistant II	Dagupan City National High School




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8	Reynette B. Tamayo	Administrative Assistant III	Judge Jose de Venecia Sr. Technical Vocational School
9	Cindy Rose Cervas	Administrative Assistant II	East Central Integrated School
10	Rejane F. Apatan	Administrative Assistant II	Carael National High School

4. For information and dissemination.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent

Reference: RM No. 660, s. 2021

Enclosure: None

To be include in the Perpetual Index
under the following subjects

HRD

PD

Non-Teaching

hrds_mvr Attendance and Participation to the Training on Maximizing the Power of Communication
2/7/2021