



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, NCR	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:

- a. reinforce the application of professional speaking strategies;
- b. provide comprehensive language practice that will address the participants' problematic communication areas;
- c. facilitate intensive immersion in office conversation and people relations;
- d. 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
- e. 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.**



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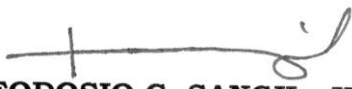
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5. The list of nominees-participants per region must be submitted through fax one week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City c/o Ms. Maria Fe C. Moncada at telefax nos. (02) 633-7237/(02) 638-8638.

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