



OCT 04 2007

DepED MEMORANDUM
No. **401**, s. 2007

TRAINING-WORKSHOPS ON POWER PRESENTATION SKILLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

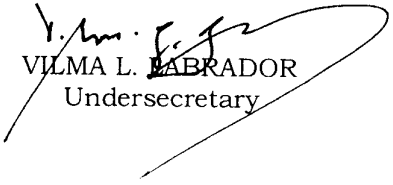
1. The Department of Education (DepED) through the National Educators Academy of the Philippines (NEAP) is set to conduct a series of Training-Workshops on Power Presentation Skills at the Ecotech Center, Lahug, Cebu City.
2. The schedules and other details of the said training are as follows:

Series	No. of Participants	Schedule	Arrival at the Venue
1	60	October 15-18, 2007	October 15, 2007 @ 3:00 p.m.
2	60	October 24-27, 2007	October 24, 2007 @ 3:00 p.m.
3	60	November 13-16, 2007	November 13, 2007 @ 3:00 p.m.

3. Broadly, the training will provide the participants with high impact practical skills and knowledge on enhancing professional presence and image; high impact communication; mental gymnastics; techno-writing; and fashion therapy.
4. The participants to these series of training-workshops are bureau/center directors, regional directors, assistant regional directors, schools division superintendents and assistant schools division superintendents.
5. All expenses relative to food and accommodation of participants, resource persons, and the training staff as well as the training kits, supplies and materials and professional fees of speakers including extra essential allowance of training staff shall be charged against Human Resource Training and Development Fund (HRTDF), subject to existing accounting rules and regulations.
6. The travel expenses of the resource persons and training staff shall be drawn from the HRTDF while that of the participants shall be charged against local funds.
7. Confirmation of attendance should be sent directly to the NEAP in Baguio City via telefax no. (074) 442-6887. A total of 60 participants will be accommodated per series. Hence, confirmation of attendance will be on a first-come first-served basis.
8. For further details, please call Mr. Antonio G. Ordovez, Jr., Project Manager at cell no.: 0918-336-7467.

9. All bureau/regional directors, assistant regional directors, schools division superintendents and assistant schools division superintendents are encouraged to attend the said training-workshops.

10. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TRAINING PROGRAMS
WORKSHOPS

Sheila, MPPD-TS, DM Power Presentation Skills
September 27, 2007