



Office of the Secretary

DepED MEMORANDUM
No. **182**, s. 2008

APR 10 2008

TECHNICAL REPORT WRITING TRAINING-WORKSHOP

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 3-day Technical Report Writing Training-Workshop for Non-Teaching Personnel on the following dates and venues:

Regions	Dates	Venue
CAR, I, II and III	May 6-8, 2008	Within the area of Tagaytay City
IV-A, IV-B, V and NCR	May 27-29, 2008	Within the area of Subic, Olongapo City
VI, VII, VIII and IX	June 10-12, 2008	Ecotech Center, Cebu City
X, XI, XII and CARAGA	June 24-26, 2008	RELC, Davao City

2. The training-workshop aims to improve the technical writing skills of technical writers and those who consolidate the reports and enhance the quality of reports being utilized internally and externally.

3. The participants to the training are non-teaching personnel of the Department of Education (DepED) coming from the different regions and divisions. Participants should hold permanent appointments. They should be responsible for gathering, consolidating, preparing and writing of reports. Each region will send twenty (20) participants to ensure that all divisions are represented.

4. List of confirmed participants per region must be submitted through fax one (1) week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Zaida T. Azcueta, Chief, Staff Development Division, HRDS. For clarifications and questions, please contact Mr. Ariel C. Dagar at tel. nos. (02) 633-7237 and (02) 638-8638.

5. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.

6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, travel and per diem of facilitators and resource persons, training package cost, supplies, function room rental, extra duty allowance of facilitators and project staff, honoraria of external resource persons and contingency funds are chargeable against HRTD (Human Resources Training

and contingency funds are chargeable against HRTD (Human Resources Training and Development), subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:
None

Allotment: 1—(D.O. 50-97)

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

TRAINING PROGRAMS
WORKSHOPS

Sheila, MPPD-TS, DM Training Management and Facilitating Skills
March 19, 2008