



MAY 04 2010

DepEd MEMORANDUM
No. **199**, s. 2010

**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	Number of Participants	Dates	Venues
X, XI, XII, Caraga and ARMM	10 - participants/ Region (Administrative Officer, HRMO, Planning Officer, Records Officer and Administrative Assistant) 1-*Administrative Officer of the division	May 18-20, 2010	Within the area of Davao City
VI, VII, VIII, IX, NCR and CO	10 - participants/Region (Administrative Officer, HRMO, Planning Officer, Records Officer and Administrative Assistant) 1-*Administrative Officer of the division *Central Office	June 1-3, 2010	Applied Nutrition Center, Cebu City
I, II, III, CAR, CALABARZON, MIMAROPA, V, and CO	10 - participants/Region (Administrative Officer, HRMO, Planning Officer, Records Officer and Administrative Assistant) 1 -*Administrative Officer of the division *Central Office	June 15-17, 2010	Within the area of Subic, Olongapo City

*Please see enclosures for the number of participants.



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;
 - e. develop skills in preparing presentation materials; and
 - f. expose participants to simple business writing.
3. Participants to the training are the frontline employees and technical personnel in charge of communication and where the need to practical English in their work is necessary and who were not able to attend the training on Practical English conducted last year.
4. Participants are expected to be at the venue on Day O (a day before the training).
5. All concerned are requested to send the list of participants a week before the training to SDD-HRDS addressed to Ms. Nerissa L. Losaria, Assistant Chief, OIC, SDD-HRDS. For further clarifications/questions, please contact Ms. Beth Acosta, SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City at telefax nos.: (02) 633-7237/(02) 638-8638.
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, supplies/materials, function room rental, honorarium of facilitators and project staff and contingency funds are chargeable against Human Resources Training and Development (HRTD), subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


MONA D. VALISNO
Secretary

Reference:

DepEd Memorandum: No. 51, s. 2009

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

EMPLOYEES
Learning Area, ENGLISH
TRAINING PROGRAMS

Julie: practical english for non-teaching personnel
February 23, 2010/April 6, 2010

(Enclosure No. 1 to DepEd Memorandum No. 199, s. 2010)

List of Divisions per Batch

May 18-20,2010	June 1-3,2010	June 15-17,2010
Region X Bukidnon Cagayan de Oro City Camiguin	Region VI Bacolod City Iloilo Negros Occidental	Region I Ilocos Norte Ilocos Sur La Union
Region XI Davao City Davao del Sur Davao Oriental	Region VII Cebu Cebu City Lapu-Lapu City	Region II Cagayan Isabela Tuguegarao City
Region XII General Santos City Sarangani South Cotabato	Region VIII Leyte Samar Tacloban City	Region III Olongapo City Pampanga Tarlac
CARAGA Agusan del Sur Butuan City Surigao del Sur ARMM Lanao del Sur Maguindanao Marawi City	Region IX Dipolog City Zamboanga City Zamboanga del Norte	CAR Abra Baguio City Benguet
	NCR Makati City Mandaluyong City Manila Quezon City	Region IV-A Batangas Cavite Laguna Tanauan City
		Region IV-B Oriental Mindoro Palawan Puerto Princesa City
		Region V Camarines Sur Legaspi City Sorsogon

(Enclosure No. 2 to DepEd Memorandum No. 199, s. 2010)

Slot/s for Participants for DepEd Central Office

OFFICE	SLOT/S
Executive Office	8
Tech-Voc Task Force	1
Center for Students and Curricular Affair	1
Adopt- A School Program	1
Teachers Education Council	1
Special Events Unit	1
School Site Titling	1
Instructional Materials Coordinating Secretariat (IMCS)	1
EDPITAF	1
National Council for Children's Television (NCCTv)	1
National Educator's Academy of the Philippines (NEAP)	2
Cultural and the Art Office	1
Internal Audit	1
NETRC	2
BALS	2
BEE	3
BSE	3
HNC	1
Technical Service	2
Planning Service	2
HRDS	1
Administrative Service	3
FMS	3
PFSED	2
TOTAL	45

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