

Scan the QR code or type the URL in browser to access the activity-related information, evaluation, pre-post test, presentations, and submit output.



<https://depedctd.github.io/hrd-school/project-ela-2025>



HUMAN RESOURCE DEVELOPMENT SECTION

School Governance and Operations Division

DepEd Compound, San Roque, Virac, Catanduanes

✉ hrd.ctd@deped.gov.ph

🌐 <https://depedctd.github.io/hrd-school>



*Training-Workshop on Writing
and Speaking Effectively*

English Language Assistance

*for Selected SDO
and School Personnel*



March 24-25, 2025 | 08:00 AM-05:00 PM



Gran Isabel, Constantino, Virac

This serves as an invitation

March 24, 2025 - Day 1

Time	Activities	Personnel-In-Charge
08:00-08:30 AM	Arrival and Registration	PMT
08:30-10:00 AM	Philippine National Anthem	AVP
	Opening Prayer	AVP
	Inang Catandungan	AVP
	DepEd Quality Policy Statement	AVP
	Acknowledgement of Participants and PMTs	ELIZABETH S. URBANO EPS II, SGOD-HRD
	Welcome Remarks	MARY JEAN S. ROMERO SGOD Chief
	Statement of Purpose	CAROL P. GIL SEPS, SGOD-HRD
	Message	DELFIN A. BONDAD PSDS, OIC-ASDS
	Message	CECILE C. FERRO, CESO VI ASDS, OIC-SDS
	Activity Norms	CAROL P. GIL SEPS, SGOD-HRD
	Photo Opportunity	PMT
10:00-10:30 AM	Health Break	
10:30-12:00 PM	Session 1: Developing Emotional Resilience in the Workplace	AROLINE T. BORJA EPS, SGOD
12:00-01:00 PM	Lunch Break	
01:00-02:00 PM	Session 2: Review the Basic Rules of Grammar	DENNIS L. GIANAN SP II, Lictin IS
02:00-03:00 PM	Workshop	
03:00-03:30 PM	Health Break	
03:30-05:00 PM	Session 3: Basic Correspondence	RAMON T. TEMPLONUEVO SP II, Gigmoto RDHS
05:00-05:30 PM	Debriefing	PMT

March 25, 2025 - Day 2

Time	Activities	Personnel-In-Charge
08:00-08:30 AM	Management of Learning	
	Nationalistic song	AVP
	Opening Prayer	AVP
	Energizer	PMT
	Recap	Participants
	Reminders	PMT
08:30-09:30 AM	Session 4: Purpose, Style, & Rules in Writing Business Correspondence	ANJO G. TUGAY Information Officer III Corporate Comms & Multimedia Services CATSU
09:30-10:00 AM	Morning Break	
10:00-11:00 AM	Workshop	
11:00-12:00 AM	Session 5: Public Speaking/ Pronunciation Style, Presentation Style, Demonstration and Simulation	AILEEN T. BAJARO Teacher III, CNHS SEAMEO Scholar in Singapore
12:00-01:00 PM	Lunch Break	
01:00-02:30 PM	Session 6: Effective Communication Strategies for Building Strong Interpersonal Relationships	ANNE MARIONNE OSILA Teacher III, CNHS Fulbright Scholar in the USA
02:30-03:00 PM	Health Break	
03:00-04:00 PM	Workshop	
04:00-05:00 PM	Closing Program	PMT
	Distribution of Certificates	PMT

