

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>



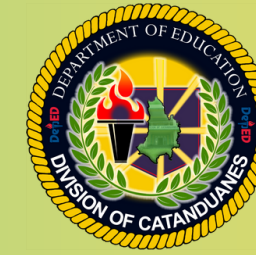
HUMAN RESOURCE DEVELOPMENT SECTION

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
08:30-09:30 AM	National Anthem	AVP
	Opening Prayer	AVP
	Inang Catandungan	AVP
	Welcome Remarks	MARY JEAN S. ROMERO SGOD Chief
	Acknowledgement of Participants	ELIZABETH S. URBANO EPS II, SGOD-HRD
	Presentation of PMT	CAROL P. GIL SEPS, SGOD-HRD
	Statement of Purpose	DELFIN A. BONDAD PSDS
	Message	OIC-Office of the ASDS
	Message	CECILE C. FERRO, CESO VI ASDS
		OIC-Office of the SDS
	Photo Opportunity	PMT
09:30-10:00 AM	Morning Break	
10:00-11:00 AM	Session 1: Review the Basic Rules of Grammar, Public Speaking, and Presentation Skills	DENNIS L. GIANAN SP I, Lictin IS
11:00-12:00 PM	Session 2: Basic Correspondence	RAMON T. TEMPLONUEVO SP II, Gigmoto RDHS
12:00-01:00 PM	Lunch Break	
01:00-03:00 PM	Session 3: Purpose, Style & Rules in Writing Business Correspondence	ANJO G. TUGAY Information Officer CATSU
03:00-03:30 PM	Afternoon Break	
03:30-04:30 PM	Session 4: Public Speaking , Presentation and Style	AILEEN T. BAJARO Teacher III, CNHS
04:30-05:00 PM	Clearing House. Debriefing	

March 25, 2025 - Day 2

Time	Activities	Personnel-In-Charge
08:00-08:30 AM	Arrival	
08:30-09:00 AM	Management of Learning	PMT
	Nationalistic song	AVP
	Opening Prayer	AVP
	Energizer	AVP
	Recap	PMT
	Reminders	PMT
09:00-10:00 AM	Session 5: Effective Communication Strategies for Building Strong Interpersonal Relationships	ANNE MARIONNE OSILA Teacher III, CNHS
10:00-10:30 AM	Morning Break	
10:30-12:00 PM	Workshop	
12:00-01:00 PM	Lunch Break	
01:00-03:00 PM	Session 6: Developing Emotional Resilience in the Workplace	AROLINE T. BORJA EPS, SGOD
03:00-03:30 PM	Afternoon Break	
03:30-05:00 PM	Closing Program	
	Distribution of Certificates	

