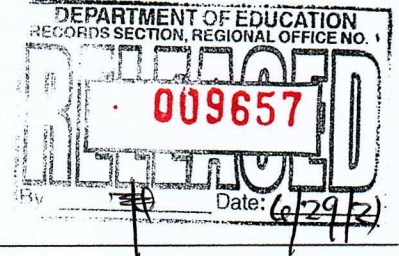




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

JUN 29 2021

REGIONAL MEMORANDUM
 No. 660, s. 2021

TRAINING ON MAXIMIZING THE POWER OF COMMUNICATION

To: Schools Division Superintendents

1. Department of Education Regional Office 1, through the Human Resource Development Division (HRDD) shall conduct a three-day training on **Maximizing the Power of Communication** on **July 12-14, 2021** at National Educators Academy of the Philippines (NEAP) R1, San Vicente, City of San Fernando, La Union.
2. The training aims to develop effective oral and written communication skills, demonstrate competent, gracious, and satisfying responses to clients and maximize the use of powerful, accurate and successful transfer of information in the workplace using appropriate business correspondence, technical writing, and electronic communication.
3. Participants are the Administrative Assistants from the field offices, preferably from districts and Education Program Specialists. Relative to this, the Schools Division Offices (SDOs) are requested to allow the participants to attend the activity. Please refer to the number of participants and the modality indicated below.

Schools Division Office	Number of Participants/Modality	
	Face to face	Online
Alaminos City	-	10
Batac City	-	10
Candon City	-	10
Dagupan City	-	10
Ilocos Norte	-	10
Ilocos Sur	-	10
Laoag City	-	10
La Union	13	10
Pangasinan I	-	10
Pangasinan II	-	10
San Fernando City	12	10
San Carlos City	-	10
Urduyeta City	-	10
Vigan City	-	10

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4. All participants are expected to bring their laptop for the workshop sessions, and are requested to pre-register through this link: <http://tinyurl.com/MPOC2021> **on or before July 7, 2021.**



5. Participants from La Union Schools Division and City Schools Division of San Fernando City who will be joining the face-to-face training shall be accommodated at NEAP-R1. The first meal to be served on July 12 is breakfast, and last meal of July 14, 2021 is dinner.

6. All face-to-face participants are reminded to observe the following minimum health protocols:

- a. Wearing of face mask
- b. Wearing of face shield
- c. No travel of history outside La Union at least five days before the training schedule
- d. Stay in NEAP **during the entire duration** of the training

7. For queries and other concerns, please contact HRDD through (072) 682-23-24 local 122 or e-mail at hrdd.region1@deped.gov.ph.

8. For information and dissemination.


TOLENTINO G. AQUINO
Director IV


Reference: None

Encl.: None

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

SEMINARS

TRAININGS

HRDD/vrdg/RM_MPOC2021
June 28, 2021



DepEd R01



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HRDD210449