



Republic of the Philippines
Department of Education
 REGION I



NOV 23 2023

REGIONAL MEMORANDUM
 No. 1268, s. 2023

**ONLINE CAPABILITY BUILDING ON EFFECTIVE COMMUNICATION IN THE
 WORKPLACE**

To: Schools Division Superintendents

1. This Office, through the Human Resource Development Division (HRDD) shall conduct Online Capability Building on Effective Communication in the Workplace on December 5-7, 2023.
2. This activity aims to capacitate the participants with necessary communication skills towards competent and effective performance in the workplace.
3. Participants are Senior Education Program Specialists, Education Program Specialist II and Administrative Assistants. The number of participants from each division is as follows:

Alaminos City	15
Batac City	15
Candon City	15
Dagupan City	15
Ilocos Norte	15
Ilocos Sur	15
Laoag City	15
La Union	15
Pangasinan I	35
Pangasinan II	35
San Carlos City	15
San Fernando City	15
Urdueta City	15
Vigan City	15

4. Select participants are requested to register via the link: <https://tinyurl.com/CapBuild-EffectiveCom>. They are further requested to be online 15 minutes before 8:00 a.m. The Zoom Meeting link: <https://tinyurl.com/OL-EffectiveCom>.



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

6. For wide dissemination and immediate action.



TOLENTINO G. AQUINO
Director IV *TA*

Reference: None

Encl.: None

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

SEMINARS

TRAININGS

HRDD/vrdg/RM_ Effective Communication
November 17, 2023