



FEB 27 2008

DepED MEMORANDUM

No. \_\_\_\_\_, s. 2008

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**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 Training for Non-Teaching Personnel on the following dates and venues:

<b>Regions</b>	<b>Dates</b>	<b>Venue</b>
I, II and CAR	June 3-5, 2008	Within the area of Subic, Olongapo
IV-A, IV-B and V	July 29-31, 2008	Within the area of San Mateo, Rizal
VI, VII and VIII	September 23-25, 2008	Ecotech Cebu City
III, NCR and Central Office	October 14-16, 2008	Within the area of Tagaytay City
X, XI and CARAGA	October 28-30, 2008	Within the area of Butuan City
IX, XII and ARMM	December 9-11, 2008	Within the area of Zamboanga City

2. The training aims to:

- a. reinforce the application of professional speaking strategies and corporate writing techniques in the workplace;
- b. provide comprehensive language practice that will address the participants' problematic communication areas as evaluated in the Basic and Advanced English Training;
- c. facilitate intensive immersion in office conversation of and people relations;
- d. provide more review materials and learning exercises that will enrich the participants' competencies gained from the Basic and Advanced English Training; and
- e. enhance the English language proficiency of the non-teaching personnel as they process courteous expression, professionalism and social graces in their various communication exposures.

3. Participants to the training are the frontline employees and technical personnel in charge of communication and where the need for practical English in their work is necessary. The training is also open to region/division and school-level personnel who attended the Basic English Training but were not included in the Advanced English Training.

4. Each region will send 30 participants to ensure that all divisions are represented. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.

5. The list of trainees per region must be submitted through fax one week before the start of each training to SDD-HRDS DepED Central Office, Meralco Avenue, Pasig City c/o Ms. Cecille Anyayahan at telefax nos. (02) 633-7237 and (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, training package cost, supplies, function room rental, extra duty allowance 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.

  
JESLI A. LAPUS  
Secretary

Reference:

DepED Memorandum: No. 19, s. 2007

Allotment: 1—(D.O. 50-97)

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

✓EMPLOYEES  
✓Learning Area, ENGLISH  
✓TRAINING PROGRAMS  
✓WORKSHOPS