



Republic of the Philippines  
**Department of Education**



**Tanggapan ng Kalihim**  
*Office of the Secretary*

FEB 12 2009

DepED MEMORANDUM  
No. 54 , s. 2009

**TECHNICAL WRITING TRAINING FOR NON-TEACHING PERSONNEL**

To: Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 3-day Technical Writing Training for Non-Teaching Personnel on the following dates and venues:


<b>Regions</b>	<b>Dates</b>	<b>Venue</b>
VI, VIII, XII, ARMM	October 13-15, 2009	Tacloban City
CAR, I, II, V, IV-B	October 20-22, 2009	San Mateo, Rizal
III, IV-A, VII, CO	November 2-6, 2009	Cebu City
X, XI, XII, CARAGA	November 10-12, 2009	Zamboanga City

2. The training-workshop aims to improve the technical writing skills of technical writers in consolidating reports and writing memoranda, correspondences, project/research proposals, presentations, documents and news articles.

3. The participants to the training are non-teaching personnel of the Department of Education (DepED) coming from the different regions, divisions and Central Office. Participants should hold permanent appointments. They should be responsible for gathering, consolidating, preparing and writing of reports and correspondences. The training is highly recommended to those who write official communications such as memoranda, endorsements and write-ups. Each region will send twenty (20) participants to ensure that all divisions are represented.

4. List of confirmed participants per region must be submitted through fax one (1) week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Nerissa L. Losaria, Assistant Chief, Officer-in-Charge, Staff Development Division, HRDS, DepED Central Office, Pasig City. For further clarifications and questions, please contact Ms. Ma. Elena B. Deacosta at telefax nos. 633-7237/638-8638.

5. Participants are expected to be at the venue at 5:00 p.m. on Day O (a day before the training proper). First meal will be dinner of Day O.
6. Transportation and per diem (before and after the training) and other allowable expenses of participants are chargeable against the funds of the office concerned or local funds. Board and lodging of participants and staff as well as transportation, per diem (before and after the training), honoraria of resource persons, training staff and facilitators and other incidental expenses of the training are chargeable against HRTD (Human Resources Training and Development) Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.



**TEODOSIO C. SANGIL, JR.**  
Undersecretary  
Officer-in-Charge

Reference: DepED Memorandum: No. 182, s. 2008  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
TRAINING PROGRAMS  
WORKSHOPS

Sally: technical writing training for non-teaching  
February 5, 2009