



MAR 1 1 2010

DepEd MEMORANDUM
No. **117**, s. 2010

**EFFECTIVE PRESENTATION SKILLS AND PUBLIC SPEAKING
TRAINING FOR DEPED NON-TEACHING PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) through the Staff Development Division - Human Resource Development Service (SDD-HRDS) will conduct a 3-day training on Effective Presentation Skills and Public Speaking on the following dates and venues:

Regions	Dates	Venues	Participants
I, III, IV-A, NCR and Central Office	April 20-22, 2010	Within the area of Subic, Olongapo City	20 participants per region
II, IV-B, V and CAR	May 25-27, 2010	Within the area of San Mateo, Rizal	20 participants per region
VI, VII, VIII and IX	June 15-17, 2010	Applied Nutrition Center, Cebu City	20 participants per region
X, XI, XII, CARAGA and ARMM	July 27-29, 2010	Within the area of Cagayan De Oro City	20 participants per region

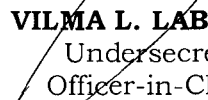
2. The training program aims to:

- a. enhance the skills of the participants on effective presentation and public speaking;
- b. project positive image and confidence while presenting;
- c. prepare presentation materials containing substantive inputs using simple format;
- d. equip them with questioning skills and in responding to questions and queries during open forum;
- e. master the art of synthesizing and summarizing; and
- f. establish pool of resource persons in the field offices.

3. The participants to this activity are heads of offices, assistant chiefs, technical personnel who serve as resource persons, training coordinators and those non-teaching personnel who manage projects in their offices.



4. Each region will send twenty (20) participants and ensure that all divisions are represented. All concerned are requested to send the list of participants one (1) week before the training to SDD-HRDS addressed to Ms. Nerissa L. Losaria, Assistant Chief, OIC, SDD-HRDS. For further clarifications/queries, please contact Ms. Cecille Anyayahan, SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City at telefax no.: (02) 633-7237/638-8638.
5. 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.
6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, honoraria and travel and per diem of facilitators, resource persons, and staff, supplies, function room rental, and contingency funds are chargeable against Human Resource Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

Reference:

None

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
OFFICIALS
TRAINING RPOGRAMS

R: Sally: public speaking training for deped non-teaching personnel
January 28, 2010