



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021- 517

TO : **MS. KARLA P. ANTONIO**, EPS II, Division Information Officer
MR. FELIX III D. MOSQUEDA, Nurse II, Alternate DIO

Through the District Supervisor/School Head:

MR. TEOFAN GALLOSA, Regional Publications Team
Teacher II, Maria Macahig Memorial NHS

FROM : *Mauneri 10/28/21*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : **PUBLIC RELATIONS AND TECHNICAL/CREATIVE WRITING
ENHANCEMENT TRAINING**

DATE : October 28, 2021

1. To upgrade communications strategies of the Public Affairs unit in the Department of Education Regional Office VII, you are hereby requested to attend a two-day **Public Relations and Technical/Creative Writing Enhancement Training** on **November 4-5, 2021; 8:00AM – 5:00 PM via Zoom Platform.**
2. The training link will be sent to your email addresses.
3. Please refer to the attached Memoranda for details.
4. For information, guidance, and compliance.

SPP/JMA-MKP-NLR/SGOD/RBP/kpanton





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

OCT 27 2021

REGIONAL MEMORANDUM
No. 0983 s. 2021

**PUBLIC RELATIONS AND TECHNICAL/CREATIVE WRITING ENHANCEMENT
TRAINING**

To: All PAU Personnel
Schools Division Superintendents/OICs
All Division Information Officers
All Writers of the Regional Publications Team
All Others Concerned

1. To uphold the upgrading of communication strategies of the Public Affairs Unit in the Department of Education Regional Office VII (PAU-DepEd RO VII), a two-day **Public Relations and Technical/Creative Writing Enhancement Training** will be conducted on **November 4-5, 2021, 8:00AM-5:00PM** via **Zoom Platform**.
2. This training shall capacitate the regional (Regional Information Officers and PAU personnel) and division personnel (Division Information Officers and Writers of the Regional Publications Team) to further enhance the translation and dissemination of achievements, programs, projects, advocacies and the different thrusts of the Department of Education to the general public.
3. All personnel from the Public Affairs Unit of the regional office, Division Information Officers from the 19 Schools Division Offices and Writers of the Regional Publications Team are hereby requested to participate in this two-day training. For attendance confirmation, kindly accomplish the Attendance Form (Enclosure 1) and send it to ro7.pau@deped.gov.ph on or before October 31, 2021.
4. Please refer to the Program of Activities (Enclosure 2) of the said training for further reference. Link for the virtual activity will be sent to the email addresses provided in the participants' accomplished Attendance Forms.
5. Honorarium of the speaker and expenses relevant to the said training shall be charged to the Regional Funds. Other expenses incurred by the participants shall be charged to their Local Funds subject to the usual auditing and accounting rules and regulations.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

6. Immediate dissemination of and compliance with this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/PAU/ARV

Enclosure 2

PUBLIC RELATIONS AND TECHNICAL/CREATIVE WRITING ENHANCEMENT
TRAINING
November 4-5, 2021
via Zoom

DAY 1

8:00-9:00am	Registration
9:00-9:10am	National Anthem
	Prayer
9:10-9:15am	Welcome Remarks
9:15-9:20am	Rationale
9:20-9:30am	Introduction of the Speaker
9:30-11:00am	Lecture Discussion on Etiquettes for Public Relations
11:00am-12:00pm	Open Forum
12:00-1:00 pm	LUNCH BREAK
1:00-4:00pm	Break-out Sessions
4:00-5:00pm	Synthesis/ Wrap-up

DAY 2

8:00-9:00am	Registration
9:00-9:30am	Management of Learning
9:30-11:00am	Lecture Discussion on the Enhancement of Technical/Creative Writing Skills
11:00am-12:00pm	Open Forum
12:00-1:00pm	LUNCH BREAK
1:00- 4:00pm	Break-out Sessions
4:00- 5:00pm	Synthesis/ Wrap-Up