



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

01 August 2025

DIVISION MEMORANDUM

No. **217**, s. 2025

**CONDUCT OF THE SEMINAR-WORKSHOP ON COMMUNICATION SKILLS FOR
THE NON-TEACHING PERSONNEL OF SDO BATANES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. Effective communication is a vital competency in delivering quality public service. Recognizing the essential role of non-teaching personnel in the day-to-day operations of the Schools Division Office, there is a need to enhance their communication skills to improve internal coordination, professional interactions, and frontline services. In line with the capacity-building priorities of the Human Resource Development (HRD) Section and the continuing professional development of non-teaching personnel, the Schools Division of Batanes through the HRD Section will conduct a Seminar-Workshop on Communication Skills tailored for SDO-based and school-based non-teaching staff on **September 24-25, 2025** at the Ivatan Conference Hall, Basco, Batanes.
2. This seminar-workshop aims to:
 - a. Strengthen the oral and written communication skills of non-teaching personnel in professional settings;
 - b. Enhance their ability to write official correspondence, emails, and memos clearly and effectively;
 - c. Equip participants with interpersonal communication strategies for improved customer service and workplace collaboration.
3. The list of participants and the management team of the abovementioned training is attached as *Enclosure 1* while the tentative Training Matrix is attached as *Enclosure 2*.
4. Expenses relative to the conduct of this activity (meals, supplies, and materials) shall be charged against 2024 OPDNTP funds, while travel expenses and other incidental expenses of the participants shall be charged against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
5. For further inquiries, you may contact Mr. Kym Clyde H. Moro, Senior Education Program Specialist – HRD, at kymclyde.moro@deped.gov.ph or via messenger.



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