



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 7, 2021

Division Memorandum

No. 294, s. 2021

EFFECTIVE COMMUNICATION SKILLS IN DIGITAL WORK ENVIRONMENT FOR ADMINISTRATIVE PROFESSIONALS

To: Elementary and Secondary School Principals
All Others Concerned

1. The office announces the conduct of ARCZONE Professional Development Programs an online seminar-workshop to all Administrative Officers (AO) and Administrative Assistants (AdAs) of SDO Bulacan on December 13 to 17, 2021.
2. The title of the seminar-workshop is "Effective Communication Skills in Digital Work Environment for Administrative Professionals that aims to:
 - a. Improve their office communication skills;
 - b. Increase their effectiveness in managing communication barriers;
 - c. Enhance their skills in preparing reports, project proposal, and other formal documents;
 - d. Make the most of technology using e-mails, online conferencing, instant messaging, and other computer applications, and
 - e. Adapt growth mindset and online well-being in their day-to-day activities.
3. This seminar with 3 hours of synchronous sessions/day and self-paced scheme for the remaining activities provides guidance and practical tools for employees to become higher performers.
4. Enclosure no. 1 contains the training matrix and dates of the seminar-workshop.
5. The participants are requested to register in this link <https://tinyurl.com/EffectiveComm-SDOBulacan> using their DepEd email on or before December 9, 2021.
6. ARCZONE will verify the list of the participants and will coordinate with the SDO focal person. After verification, a welcome email containing the matrix of activities along with the log in credentials to the Learning Management System (LMS) will be sent to the participants 1-2 days prior to the schedule of the training.
7. All expenses of this division training-workshop shall be charged against the Division Inset fund subject to the usual accounting and auditing procedures.
8. Health and safety protocols set by the IATF, DOH, and DepEd shall be strictly observed at all times.
9. Immediate dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
School Division Superintendent





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Enclosure 1 to Division Memorandum No. _____, s. 2021

TRAINING COURSE MATRIX

December 13 (3 hours)	December 14 (3 hours)	December 15 (3 hours)	December 16 (3 hours)	December 17 (3 hours)
Self-awareness Forms of Communication and Communication Barriers Non-Verbal Messages	Listening and Telephoning Skills Questioning Skills Dictation and Note-taking Strategies Telephone Conversations Telephone Etiquette	Functional Grammar in the Workplace Review of the Basic Grammar Grammar as a Communication Toolbox within Workplace Setting	Writing Business Correspondence Writing Memos Writing Business Letters Preparing Reports and Proposals Sending of and Responding to Electronic Messages (e-mail, instant messaging, online conferences, etc.)	Growth mindset and online well-being Creating Positive Online Working Environment Mental Health and Digital Wellness

SDO Focal Persons:

Human Resource Development Section

1. Marilene G. Ramos, LPT – Senior Education Program Specialist
2. Ma. Bella S. Fajardo – Education Program Specialist II

