



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

July 8, 2026

DIVISION MEMORANDUM
No. 298, s. 2026

DIVISION TRAINING-WORKSHOP ON OPTIMIZING THE BASIC COMMUNICATION SKILLS OF ELEMENTARY AND SECONDARY SCHOOL HEADS: A DOORSTEP FOR STRENGTHENED INTERPERSONAL AND LEADERSHIP CAPABILITIES

To: Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- To further amplify and strengthen the communication skills of elementary and secondary school heads as effective instructional and transformational leaders capable of fostering collaboration, enhancing stakeholder engagement, and promoting organizational excellence ss part of the continuing professional development initiatives, this Office shall conduct the **Division Training-Workshop on Optimizing the Basic Communication Skills of Elementary and Secondary School Heads: A Doorstep for Strengthened Interpersonal and Leadership Capabilities** on **July 14-16, 2026** at **8 Waves Waterpark & Hotel**, Ulingao, San Rafael, Bulacan.
- This training-workshop has the following objectives:
 - 2.1 enhance the oral communication skills of school heads by developing their ability to deliver clear, concise, and impactful messages during meetings, seminars, and community engagements;
 - 2.2 improve the written communication skills of school heads by training them to craft professional and effective reports, memos, and correspondence that promote transparency and collaboration within the school community;
 - 2.3 introduce and familiarize school heads with innovative communication tools and platforms such as social media, messaging apps, and virtual conferencing to facilitate real-time engagement with teachers, parents, and stakeholders; and
 - 2.4 develop the school heads' capacity to utilize creative and multimedia communication strategies that effectively promote school programs, initiatives, and learner achievements to diverse audiences.
- Participants in the training-workshop include the following:

Level	Participants
District	One (1) Elementary Principal per District (1 x 31 District = 33 elementary principals)
Secondary	All Secondary School Principals
- Enclosure No.1 contains the matrix of activities, including the resource speakers, facilitators, and the chair and members of the Program Management Team (PMT).
- All participants are advised to bring laptops and gadgets with data for WIFI connections to be used during the simulation and workshop sessions.
- Expenses to be incurred in the conduct of this activity shall be taken from the Division INSET funds, while the school's local funds shall be utilized for the



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transportation expenses of the participants, both subject to accounting and auditing rules and regulations.

7. This Memorandum serves as the travel authority for the participants involved in this activity.
8. Immediate and wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent 

CID/Sangoyo-Division Memo – Optimizing the Basic Communication Skills of Elementary and Secondary School Heads: A Doorstep for Strengthened Interpersonal and Leadership Capabilities
0045/July 6, 2026



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Enclosure No. 1 to Division Memorandum No. ____ s. 2026

**Division Training-Workshop on Optimizing the Basic Communication Skills of
Elementary and Secondary School Heads: A Doorstep for Strengthened
Interpersonal and Leadership Capabilities**
July 14-16, 2026

Venue: 8 Waves Waterpark & Hotel, Ulingao, San Rafael, Bulacan

TIME	Day 1	Day 2	Day 3
8:00-8:30 a.m.	I. Registration II. Opening Program III. Pre-Test	Management of Learning	Management of Learning
8:31-10:00 a.m.	Keynote: The Power of Communication in Leadership	Lecture-Workshop: Writing DepEd Professional Memos & Official Correspondence (DepEd Manual of Styles)	Lecture-Workshop: Using Multimedia Platforms (Social Media, Videos, Graphics) for School Communication
10:00-10:15 a.m.	Health Break	Health Break	Health Break
10:15-12:00 p.m.	Workshop 1: Mastering Oral Communication – Meetings, Seminars, and Public Speaking	Workshop 3: Report Writing and Documentation for School Transparency	Workshop 5: Designing School Campaign Materials (Posters, Infographics, Video Messages)
12:00-1:00 p.m.	Lunch Break	Lunch Break	Lunch Break
1:00-3:00 p.m.	Panel Discussion: Best Practices in Oral Communication for Leadership and Stakeholders Partnership and Linkages	Workshop 4: Writing for Collaboration – Letters, FB, Emails, and Announcements	Capstone Workshop: Integrating Speaking, Writing, and Multimedia Strategies
3:00-3:15 p.m.	Health Break	Health Break	Health Break
3:15-4:45 p.m.	Break-out Sessions: Speech Delivery Practice (Elementary and Secondary)	Break-out Sessions: Drafting and Peer-Reviewing Memos/Reports	Break-out Sessions: Multimedia Presentation and Messaging Showcase



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4:45-5:00 p.m.	Day 1 Evaluation and Synthesis	Day 2 Evaluation and Synthesis	Day 3 Closing Program, Evaluation and Post-Test
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B. DIVISION CAMPUS JOURNALISM TWG/SPEAKERS/FACILITATORS

No.	Name	School/District
1.	Cecilia S. Custodio, PhD	CID Chief – SDO Bulacan
2.	Jay Arr V. Sangoyo, PhD	DEPS, English – SDO Bulacan
3.	Romhel C. Odtohan, PhD	Illuminada Roxas MHS
4.	Abigael S. Orteza	Plaridel
5.	Dr. Domingo Langa, Jr.	Sta. Monica NHS
6.	Winston Santos	Dr. Pablito Mendoza MHS
7.	Rommel Delos Reyes, PhD	Calawitan NHS
8.	Marco Paolo Victoriano	SDO Bulacan
9.	Jenina Joyce Mendoza	San Rafael NTS
10.	Julie Anne Magno	San Roque NHS
11.	Nilda Milan, PhD	San Miguel NHS
12.	Christopher Homer	San Pedro NHS
13.	Divina Enriquez	Prenza NHS
14.	Belen Martin	Alexi G. Santos NHS
15.	Emmanuel Manuel	Guiguinto Vocational NAHS
16.	Invited Resource Speakers	



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