



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

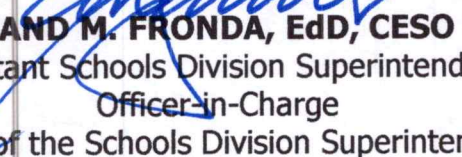
DIVISION MEMORANDUM
No. 253, s.2021

JUN 23 2021

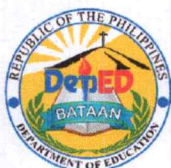
EFFECTIVE COMMUNICATION SKILLS FOR DEPED FRONTLINE EMPLOYEES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Units Heads
SDO Personnel
All Others Concerned

1. This Office announces the conduct of web-based Seminar entitled "Effective Communication Skills for DepEd Frontline Employees" on July 8-9, 2021, 8:30 AM to 12:00 PM via Zoom.
2. This activity aims to:
 - a. Understand the process of communication in the context of business organizations.
 - b. Learn various platforms of communication in the workplace.
 - c. Understand the role of communication as a tool and as a strategy to achieve business objectives.
 - d. Develop communication strategies in the workplace for an effective and efficient exchange of information.
 - e. Understand the purpose of confidentiality of information both internally and externally.
3. All SDO Personnel are required to attend this webinar. The Zoom link will be sent to through the Facebook Group Chat of each unit. Division Chiefs and Section Heads are instructed to disseminate the link to their respective staff.
4. Wide and immediate dissemination of this Memorandum is enjoined.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

ACM



"WE MOULD HEROES"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



ISO 9001: 2015 CERTIFIED