



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

09 October 2025

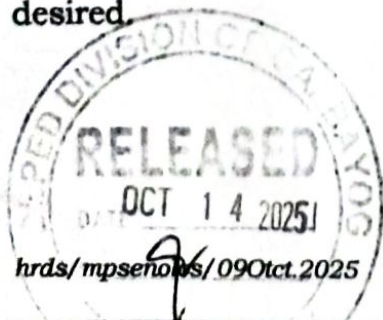
DIVISION MEMORANDUM

No. 508, s. 2025

**ADVANCED ORAL AND WRITTEN COMMUNICATION SKILLS
TRAINING FOR NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Unit/Section Heads
All Others Concerned

1. This Office through the SGOD-Human Resource Development Section shall conduct Advanced Oral & Written Communication Skills Training for Non-Teaching Personnel on November 18-21, 2025 to be held at the Division Conference Hall.
2. The objective of this activity is to equip and enhance the non-teaching with the necessary knowledge, skills, and competencies in oral and written communications that they could apply in their day-to-day office transactions.
2. The participants of this training are the select non-teaching personnel who need to enhance their knowledge, skills and competencies in oral and written communications as reflected in their Individual Professional Development Plan. The List of Participants shall be posted in a separate Issuance. Attached is the Matric of Activities.
3. Expenses incurred in the conduct of this activity is charged against OPDNTF Continuing Fund of 2024, subject to accounting and budgeting rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.



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MARGARITO A. CADAYONA JR, PhD, CESO VI
Schools Division Superintendent