



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 11 2025

**MEMORANDUM**

**BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION:  
A TRAINING WORKSHOP FOR SDO PERSONNEL**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Administrative Officer V  
All Others Concerned

1. In support of the thrust of SDO Muntinlupa to uphold quality work output in accordance with the Quality Management System (QMS), this Office shall conduct a training workshop entitled "Bridging Gaps Through Effective Communication: A Training Workshop for SDO Personnel" on May 7-8, 2025, to be held at the Conference Room, Muntinlupa Elementary School.
2. This capacity-building activity aims to strengthen the communication skills of SDO personnel by providing them with effective strategies and techniques to ensure clear, purposeful, and professional communication. The workshop is designed to promote collaboration, reduce misunderstandings, and enhance overall organizational performance.
3. Attached are the training matrix and the official list of participants for your reference and guidance.
4. Immediate and dissemination of this Memorandum are desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

EMPLOYEES

COMMUNICATIONS

PORGANIZATIONS

IMR/ Memo Effective Communication

161 April 7, 2025

UN-2025-161



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

A-48008

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**Enclosure 1: PROPOSED MATRIX OF ACTIVITIES**

Time	Topic	Learning Facilitator
<b>Day 1: May 7, 2025</b>		
8:00-8:30 AM	Registration & Opening Program	PMT
8:30-10:00 AM	Session 1: Introduction to DepEd Manual of Style (DMOS)	Ms. Ivy M. Romano
10:00-11:00 AM	Session 2: Grammar and Usage for Non-Native English Speakers	Ms. Girlie C. Campos
11:00-12:00 PM	Workshop 1	Ms. Girlie C. Campos
12:00-1:00 PM	Lunch	
1:00-2:00 PM	Session 3: Mastering Grammar for Effective Communication	Mr. Melecio S. Balero
2:00-3:00 PM	Workshop 2	Mr. Melecio S. Balero
3:00-4:00 PM	Session 4: Formatting Official Documents (Memos, Letters, Reports)	Ms. Ivy M. Romano
4:00-5:00 PM	Workshop 3: Hands-on Editing Workshop (individual or team) & Peer Review	Ms. Ivy M. Romano
<b>Day 2: May 8, 2025</b>		
8:00-8:30 AM	Management of Learning	PMT
8:30-10:00 AM	Session 5: Writing with Clarity and Consistency	Ms. Rachelle Quesada
10:00-11:00 AM	Workshop 4	Ms. Rachelle Quesada
11:00-12:00 PM	Lunch	
12:00-1:00 PM	Session 5: Overview of DepEd RPMS (DO 2, s. 2015)	Ms. Ivy M. Romano
1:00-2:00 PM	Session 6: In-Depth Overview of the RPMS Phases: Why Understanding Them Is Essential	Mr. Andres F. Sicam
2:00-4:00 PM	Workshop 5: Crafting of IPCRFs	Ms. Ivy M. Romano
4:00-5:00 PM	Presentation, Critiquing, & Finalization	Ms. Ivy M. Romano
5:00-5:30 PM	Closing Program	PMT



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**Enclosure 2: OFFICIAL LIST OF PARTICIPANTS**

No.	Name	Position
1	JOMALENE B. DACLES	Administrative Aide VI
2	MICHELLE BILLONA	Administrative Aide VI
3	SHAREEN GAY A. PAÑA	Administrative Assistant III
4	LIOBA D. IBATUAN	Administrative Aide VI
5	MAUREN MALAY	Administrative Assistant I
6	AIDENNEL SERVJUN M. RALA	Administrative Aide VI
7	ROMEO E. RELATO III	Administrative Assistant III
9	DULCE SAMSON	Administrative Assistant III
10	WENDY HERNANDEZ	Administrative Aide VI
11	RUTH ARCIAGA	Administrative Assistant I
12	MYLEEN ESPELETA	Administrative Assistant II
13	LOEAZATIE SANTOS	Administrative Assistant III
14	KARLA AGUILAR	Administrative Assistant I
15	KARIZZA MHAЕ D. ARGANA	Administrative Assistant I
16	VANESSA D. CLAMANA	Administrative Aide VI
17	IRIS M. RAYOS	Administrative Aide VI
18	RHEA GARCIA	Administrative Assistant I
19	DUNN LUVIK C. MADRIGAL	Administrative Assistant III
20	NATHALIE D. ESTILLER	Administrative Assistant III
21	GIRLIE C. CAMPOS	Master Teacher I
22	MELECIO BALERO	Master Teacher I
23	RACHELLE M. QUESADA	Master Teacher I
24	ANDRES F. SICAM, JR.	PMT
25	IVY M. ROMANO	PMT