Division Memorandum
No. 291 s. 2017

TO : DIVISION OFFICE PERSONNEL (INCLUDING JOB ORDER/CONTRACTUAL PERSONNEL)
     ELEMENTARY SCHOOL PRINCIPALS
     SECONDARY SCHOOL PRINCIPALS (JUNIOR & SENIOR HS)
     SCHOOL HEALTH & NUTRITION PERSONNEL

FROM : EMMALINDA E. DUHAYLUNGSOD, CESO V
       Schools Division Superintendent

Date : NOVEMBER 3, 2017

SUBJECT : ORIENTATION ON EFFECTIVE COMMUNICATION SKILLS

1. Communication is a dynamic process of sending and receiving messages either verbal or non-verbal among people. Effective communication is significant in the organization to perform the basic functions of management.

2. Relative to this, there will be an “Orientation on Effective Communication Skills” at Tubod Central ES on November 13, 2017, 8:00 A.M. A registration fee of Php 150.00 will be collected from the participants to cover for meals/snacks/materials of the said orientation. Please see Ms. Monina T. Nacario, Nurse II, with contact no. 09756105303 for the collection of fees. **Deadline of registration will be on November 10, 2017 at the Division Office.**

3. NO PROXY IS ALLOWED and 100% ATTENDANCE IS COMPULSORY.

4. For strict compliance.