



Department of Education  
Region III  
DIVISION OF CITY SCHOOLS  
Angeles City  
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May 15, 2015

**DIVISION MEMORANDUM**

No. 86, s. 2015

**DIVISION TRAINING-SEMINAR ON EFFECTIVE PUBLIC SPEAKING FOR  
THE K TO 12 SPEAKERS' BUREAU**

**To: Heads of Public and Private Elementary and Secondary Schools**

1. This is to inform the schools on the Two-day Training-Seminar on Public Speaking for the K to 12 Speakers' Bureau on May 21-22, 2015. Registration will be at 7:30 in the morning of May 21. The venue of the training will be at the Audio Visual Room of Angeles City Science High School.
2. This seminar is intended to orient the participants on the fundamentals of and the updates on the K to 12 Basic Education Program (BEP). Participants will also be equipped with effective public speaking and facilitation skills, and participate in the implementation of the Division Communication Plan for the Senior High Program.
3. Only one (1) participant from each school, and the members of the Division Speakers' Bureau are authorized to attend. The members of the Division Speakers' Bureau are listed below:

|                 |   |                                |
|-----------------|---|--------------------------------|
| Glenda Naguit   | - | Angeles City National HS       |
| Karen Canlapan  | - | FG Nepomuceno Memorial HS      |
| Roberto Ignacio | - | Bonifacio Romero HS            |
| Fritzie Lugtu   | - | Angeles City National Trade HS |
| Elena Garcia    | - | Rafael L. Lazatin Memorial HS  |
| Abdon Aguilar   | - | Sapang bato National HS        |
| Maila Gutierrez | - | Angeles City Science HS        |
4. School heads are asked to send whoever has been assigned to implement communications and public information for the K to 12 and Senior High School.
5. Division participants are the members of the SHS Task Force Committee on Information Dissemination.
6. The amount of Six Hundred Pesos (P600.00) shall be shouldered by each participant to cover expenses for the food/snacks chargeable against the school MOOE subject to the usual auditing and accounting procedures.
7. Prompt and wide dissemination of this memorandum is desired.

NICOLAS T. CAPULONG, Ph. D., CESO V  
Schools Division Superintendent

**DIVISION TRAINING-SEMINAR ON EFFECTIVE PUBLIC FOR THE  
K TO 12 SPEAKERS' BUREAU**

**TRAINING MATRIX**

| <b>TIME</b>          | <b>MAY 21</b>  | <b>MAY 22</b>   |
|----------------------|--|---|
| <b>7:30 - 8:00</b>   | <b>REGISTRATION</b>  |   |
| <b>8:00 - 8:30</b>   | <b>Opening Program</b>   | <b>MOL</b>  |
| <b>8:30 - 10:00</b>  | <b>K to 12 Updates<br/>SHS Program</b>                         | <b>K to 12, Trabaho, Negosyo,<br/>Kolehiyo</b><br><br><b>Division SHS<br/>Implementation Plan</b> |
| <b>10:00 - 10:30</b> | <b>BREAK</b>   |   |
| <b>10:30 - 12:00</b> | <b>SHS Voucher Program</b>                                     | <b>Workshop</b>   |
| <b>12:00 - 1:00</b>  | <b>LUNCH BREAK</b>   |   |
| <b>1:00 - 3:00</b>   | <b>SHS Partnership</b>   |   |
| <b>3:00 - 3:30</b>   | <b>Basic Presentation Skills and<br/>Techniques</b>            | <b>Message Delivery</b>   |
| <b>3:30 - 5:00</b>   | <b>Developing Key Messages<br/>Oral Presentation Structure</b> | <b>Clearing House</b><br><br><b>Closing Program</b>   |

**WORKING COMMITTEES**

- 1. Chairman**
- 2. Opening Program**
- 3. Documentation**
- 4. Registration**
- 5. Food**
- 6. Certificates**
- 7. Training Materials**

**PERSON IN-CHARGE**

- Glenda Naguit**
- Fritzie Lugtu**
- Maila Gutierrez**
- Karen Canlapan**
- Elena Garcia**
- Abdon Aguilar**
- Roberto Ignacio**