



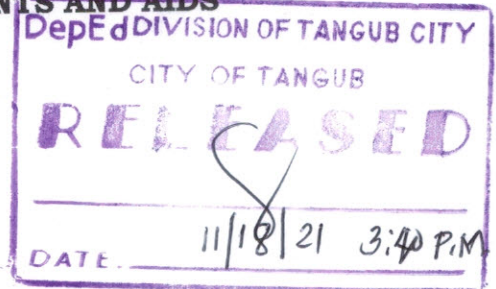
November 18, 2021

**DIVISION MEMORANDUM**

No. 342, s. 2021

**ONLINE AND OFFLINE BUSINESS CORRESPONDENCE TRAINING  
WORKSHOP FOR ADMINISTRATIVE ASSISTANTS AND AIDS**

To: Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
Public Elementary and Secondary School Heads  
This Division



1. Relative to DepEd Order No. 040, s. 2020, re: **Implementation of Learning and Development for Non-Teaching Personnel in view of the COVID 19 Pandemic**, this Office informs the field on the conduct of **Online and Offline Business Correspondence Training Workshop for Administrative Assistants and Aids** on November 24-25, 2021 via MS Teams.
2. This training workshop aims to:
  - a. address the needs of the participants on the use of ICT tools in professional letter writing,
  - b. keep abreast the participants on the dos and don'ts in business correspondence, and
  - c. pave an avenue for the participants to be more productive in their respective functions.
3. The activity is online via MS Teams link:  
**<https://bit.ly/ADAsCorrespondence>**
4. Meals, materials and other related expenses are chargeable against 2021 OPDNTF Funds subject for accounting procedures, rules and regulations.
5. Enclosed are the participants and the training team.
6. Immediate and wide dissemination of this Memorandum is enjoined.

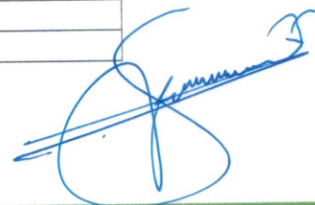
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/SGOD/rbgr-11-18-2021



**LIST OF PARTICIPANTS**  
**Online and Offline Business Correspondence Training Workshop**  
**for Administrative Assistants and Aids**  
Date: November 24-25, 2021

1	Mahalia T. Sultan	Resource Speaker
2	Danilo U. Omega	Resource Speaker
3	Happy S. Lui	ADA III
4	Renato T. Troniado	ADA VI
5	Lovely Marygold Calatrava	ADA III
6	Kee Jay T. Pondoc	ADA III
7	Amie Fie M. Galariana	ADA III
8	Luzminda L. Enomar	ADA III
9	Leonila S. Urbano	ADA III
10	Virginia U. Fernandez	ADA III
11	Christine F. Burlat	ADA III
12	Annalou B. Flores	ADA II
13	Airel D. Labigan	ADA II
14	Catherine H. Ocampos	ADA II
15	Ronellie S. Canillas	ADA III
16	Mary Grace B. Macas	ADA III
17	Rey P. Manlangit	ADA III
18	Janrey M. Arabejo	ADA I
19	Maria Charlyn G. Sarto	ADA I
20	Eldon H. Ocampos	ADA III
21	Marilou E. Ewican	ADA I
22	Jocelyn P. Dimpaso	ADA VI
23	Marilou N. Calonsag	ADA II
24	Ruchel C. Bolaño	ADA II
25	Ailmae M. Galariana	ADA II
26	Fe A. Eyas	ADA III
27	Elisa E. Gomez	ADA III
28	Rodolfo P. Geraldizo III	ADA II
29	Angelita S. Catipay	ADA III
30	Rheabelle Anne I. Huertas	ADA II
31	Joy T. Datoy	ADA II
32	Julie B. Ungab	ADA III
33	Karen S. Resurreccion	ADA II
34	Sherly H. Amemong	ADA III
35	Alice P. Troniado	ADA II
36	Jerem R. Candano	ADA III
37	Jairen Rey C. Patulada	ADA III
38	Harold L. Cañete	ADA II
39	Chemarselin C. Pabotoy	ADA II
40	Sheila P. Acasio	ADA II
41	Erla S. Fuentes	ADA III
42	Maricel E. Lampera	ADA II
43	Juliefe B. Tumilap	ADA III
44	Rustica A. Monasterio	ADA III
45	Rodrigo A. Telmo	ADA II



**LIST OF PARTICIPANTS**  
**Online and Offline Business Correspondence Training Workshop**  
**for Administrative Assistants and Aids**

*Date: November 24-25, 2021*

46	Fe A. Eyas	ADA II
47	Nelia B. Claro	ADA III
48	Hervivonie B. Oling	ADA II
49	Meldred B. Perez	ADA II
50	Cherilyn C. Urbano	ADA III
51	Maidellin C. Bantilan	ADA II
52	Eleanor A. Bellinggan	ADA III
53	Rowena B. Sumagang	ADA VI
54	Joel A. Caga-anan	ADA VI
55	Delilah L. Laping	ADA VI

