




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum No. 267, S. 2013

TO : ALL Assistant Schools Division Superintendents
ALL Education Program Supervisors
ALL Division Coordinators
ALL District Heads/ Supervisors
ALL School Heads (Public Elementary, Secondary & Integrated)

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **SCHOOL-BASED CONDUCT OF ORAL ENGLISH ENHANCEMENT
AND PUBLIC SPEAKING SEMINAR**

DATE : September 4, 2013

1. In line with the thrust of the Government to improve the delivery of basic educational services, the Department of Education takes necessary measure to uphold the quality of its workforce to serve the public with utmost standards.
2. Considering the roles of DepEd in nation-building, it is necessary to uphold their services in responding to the various transactions made by clientele in their respective schools/offices/units. Thus, even classroom teachers need to enhance and endure their oral proficiency and public speaking ability.
3. In view of this, the Division of Sarangani encourages its members, most especially, the school heads to conduct a school-based oral English and public speaking seminar to their teachers.
4. Each school shall prepare a training design for the conduct of the said training. Attached are enclosures no. 1 (Schedule of Seminar Conduct) and no.2 (Matrix of the Seminar), as per suggested by Dr. Erlinda S. Curro. Furthermore, you can tap Dr. Curro @ contact number 09989755166 regarding the topic for technical assistance and expertise.
5. Expenses incurred in the conduct of the seminar may charge to local funds/ MOOE, subject to the usual accounting and auditing rules and regulations.
6. Furthermore, each district (consolidated reports from elementary and IS) and secondary schools shall submit a documentation of the conducted activity to the Office of the Assistant Schools Division Superintendent, c/o Dr. Donna S. Panes. This will be used for analyzing the level of competence of DepEd-Sarangani's employees and as reference for future training and intervention programs.
7. For the information and guidance of all concerned.



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Enclosure No. 1
Division Memorandum No. 267, S. 2013

Schedules of Conduct of School-Based Oral English Enhancement and Public Speaking Seminar

Dates	Districts
September 16-17, 2013	East Maitum & West Maitum
September 18-19, 2013	East Kiamba & West Kiamba
September 20-21, 2013	Central Glan & South Glan
September 23-24, 2013	East, West, North and South Malungon
September 30 – October 1, 2013	East Maasim and West Maasim
October 2-3, 2013	Alabel Central & Southwest Alabel
October 7-8, 2013	Malapatan 1 & Malapatan 3
October 9-10, 2013	SDS dela Cruz Group (Division Personnel)
October 11-12, 2013	High School Cluster 1 (Alabel, Glan, Malapatan, & Malungon)
October 14 – 15, 2013	High School Cluster 2 (Kiamba, Maasim, Maitum)





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Enclosure No. 2

Division Memorandum No. 267, S. 2013

Matrix and Schedule of the Two-Day Seminar

(as per suggested by Dr. Erlinda S. Curro)

Day 1

Morning Session

7:00 – 8:00 AM	Registration
8:00 - 10:00 AM	Foci of Jazz Chanting a. Articulation b. Pronunciation c. Enunciation
10:00 – 12:00 noon	Kinds of Jazz Chanting
12:00 – 1:00 PM	Lunchbreak

Afternoon Session

1:00 – 2:00 PM	Icebreaker
3:00 – 5:00 PM	Functional Grammar related to Jazz Chanting

Day 2

Morning Session

7:00 – 8:00 AM	Registration
9:00 – 10:00 AM	Comparative Grammar from Mother Tongue/ Lengua Franca into English
10:00 – 12:00 noon	Comparative Situational Expressions used by Foreigners and their differences from Filipino Expressions (Gambits)
12:00 – 1:00 PM	Lunchbreak

Afternoon Session

1:00 – 5:00 PM	The Art of Public Speaking (1) Gestures and movements -How to hold a microphone -How to sit or stand in the public -How to carry a bag or a folder -How to award trophies, plaques of appreciation and certificates (2) How to participate in a program -What to write in the Invocation? -What to say in the Opening Remarks and how does it differ from the Welcome Address? -What is a keynote speaker, honored guest, and guest speaker? -What to say in the inspirational talk and how does it differ from a special message? (3) How to introduce a speaker? (4) What to say in the Closing Remarks? (5) Personality Development – related to Public Speaking
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