



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

November 21, 2022

Division Memorandum

No. **0781**, s. 2022

3-DAY WEBINAR ON BASIC COMMUNICATIVE AND LINGUISTIC COMPETENCE

To: *Asst Schools Division Superintendents
Division Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned*

1. Attached is a communication from a reputable Cebu-based training group, the **Communication Arts Training Center** which is self-explanatory.
2. Considering the relevancy and the appropriateness of the topics which our teachers need to be recapacitated in this difficult time and to be more effective in learning delivery, all Principals both Elementary and Secondary schools are encouraged to send participants to this webinar series. See attached schedule. ***They may send at least 1 from a small school and at least 2 from a big school.*** The registration is online through the link provided for this purpose.
3. The registration fee shall be taken from the school MOOE subject to the COA accounting and auditing rules and regulation.
4. Wide dissemination of this Memorandum is enjoined.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



November 9, 2022

Dr. Bianito A. Dagatan, CESO V
Schools Division Superintendent
Department of Education - Bohol
Tagbilaran City, Bohol

Dr. Villalobos
- Take charge
11/11/22



Dear Dr. Dagatan:

We are from the **Communication Arts Training Center**, a Cebu-based training group that caters to different groups of individuals who have a heart for continual learning and wise application of whatever they have learned.

Communication Arts Training Center has an extensive pool of speakers who are experts in the field of communication, education, journalism, business, arts, tourism, personality development, media, etc..

We have trained over 50,000 diverse individuals. They are government employees, teachers, administrators, skilled workers, and employees from private organizations in Visayas and Mindanao — from different spheres of life, yet united by a common goal: to learn and keep on learning.

Considering the most appropriate training for your organization, ComArts would like to propose to the Department of Education – Division of Bohol a seminar/webinar on **Basic Communicative and Linguistic Competence for Teachers**.

Attached is the brief training design for your perusal. We also attached a company brochure for your future reference. Comarts customizes trainings for our clients.

An E-certificate will also be given to all the participants after the webinar.

Should you have concerns, feel free to contact us at **09065004070**.

We are looking forward to a favorable response from you and your team.

God bless you!

Respectfully,

Maria Virginia Valmoria-Visitation
Directress, ComArts Training Center

DOWNLOADED

DATE 11-10-2022
TIME 9:15am
SIGNATURE [Signature]

November 21, 2022

Dr. Bianito A. Dagatan, CESO V
Schools Division Superintendent
Department of Education - Bohol
Tagbilaran City, Bohol



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Considering the most appropriate training for your organization, ComArts would like to propose to the Department of Education – Division of Bohol a three-day webinar on **Basic Communicative and Linguistic Competence**.

First Session	December 10, 2022
Second Session	January 7, 2023
Third Session	January 14, 2023

Registration fee is P1, 595.00 per participant. Participants must register through this link <https://forms.gle/wbUR1Q7PxxRgby178> or scan the attached QR code (see separate file). Payment channels are provided in the registration link.

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God bless you!

Respectfully,

Department of Education – Division of Bohol

Webinar on Basic Communicative and Linguistic Competence

I. Rationale

Communication is very vital in any organization. The strength of an organization practically lies on how communication is channeled to an individual or to the entire body. Every day, we communicate not just emotions but essentially relay instructions, lessons, corrections, and even visions.

Schools as educational institutions should be pillars of right communication. Teachers play a crucial role in terms of credibility, reliability, connection, and clarity to their students. That is why there is a need to further build the teachers because their influence inside the classroom -- or, in virtual classrooms in the context of the new normal -- creates a ripple effect on their students who, like them, will become influencers in their own way.

Right foundation of communication is what everyone deserves. This right foundation starts in formal education with our teachers to their students. We envision then a community of good and effective communicators whose breed becomes the norm and the norm becomes the strength of every generation.

This webinar on **Basic Communicative and Linguistic Competence** is a good reinforcement. We are confident that regardless of any platform of learning, learning just never stops.

II. Implementation Plan

A. Resource Speakers

2-3 speakers from the Consultancy Team

B. Target Participants:

- Teaching and Non-teaching personnel

C. Schedule

- Date: December 10, 2022, January 7 and 14, 2023
- Venue: Online via zoom

D. Topics Covered:

1. Oral Communication and Speech Improvement

- Speech Mechanism and Pronunciation
- Common words Filipino teaching professionals mispronounce

Other difficulties that teaching professionals should overcome and

Department of Education – Division of Bohol

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This webinar on **Basic Communicative and Linguistic Competence for Teachers** is a good reinforcement. We are confident that regardless of any platform of learning, learning just never stops.

II. Implementation Plan

A. Resource Speakers

2-3 speakers from the Consultancy Team

B. Target Participants:

- Teaching and Non-teaching personnel

C. Schedule

- Date: TBD (Three Days) / (Options: Online / ~~Physical~~)
- Venue: TBD

D. Topics Covered:

1. Oral Communication and Speech Improvement

- Speech Mechanism and Pronunciation
- Common words Filipino teaching professionals mispronounce
- Other difficult words that teaching professionals should pronounce and understand correctly
- Tips on how to learn pronunciation fast

2. Verbal and Non-Verbal Communication

- Definition and Rationale
- Factors that Dilute Verbal and Non-Verbal Communication
- Culturally correct Verbal and Non-Verbal Communication
- Common ways of having Verbal and Non-Verbal Cues in Synchrony
- Tips of Mastering Verbal and Non-Verbal Communication

3. Effective Communication Skills

- Definition in Global Perspective
- Positive Development now
- Challenges and Issues now

4. Written Communication: Writing in the Discipline

- What makes subject and verb agree and why it's important to teaching professionals?
- How subjects and verbs identified? Where are they often situated in a sentence? / Subject-Verb Agreement Exercises
- Case Study Samples/Journal articles about subject-verb agreement problems among teaching professionals/English as a Second Language [for deepening: independent reading/processing]
- Parallelism [Definition, importance, how achieved, examples]
- Advanced Grammar [definition, importance, how achieved, unlocking terms & vocab building, clichés & trite, why and how to avoid their use]

5. Business Correspondence

- Business Correspondence: A Situationer [A simple forecast as to where we're heading in Business Correspondence]
- Definition, types with focus on common ones teaching professionals make / The C's of Business Correspondence
- Do's and Don'ts in Business Correspondence
- Common points of conflict in writing BizCo
- Making communication letters including Memos & Incident Report
- Critiquing of Outputs
- Profile of a Poorly Written Business Correspondence
- Tips in Writing Business Correspondence & Perfect it
- Personality Development

E. Cost Estimates

The training fee is inclusive of the following:

- Speaker's fees with two training assistants
- Certificate of Participation
- Costs:

~~Original Price: P1, 740.00 per head/ Minimum of 230 participants (Three days)~~

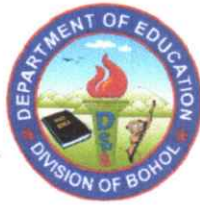
Discounted Price: P1, 595.00 per head / Minimum of 230 Participants (Three days)

F. Responsibilities of the Training Provider

- Program
- Webinar content
- Webinar Zoom Link
- E-Certificate of Participation
- Online Registration
- Online Evaluation

Responsibilities of the Client

- Personal Zoom Account



Webinar on Basic Communicative and Linguistic Competence

Date: December 10, 2022; January 07 & January 14, 2023

Time: 08:00 AM - 05:00 PM

Registration Fee: Php 1,595.00 per participant

For inquiries: Contact us at 0906 500 4070





Jun Nino M. Nalipay

EDUCATIONAL BACKGROUND

- Magna Cum Laude, Bachelor of Arts in Mass Communication, University of San Jose-Recoletos
- Currently enrolled, Ateneo-Regis Masters in Business Administration, Ateneo de Manila University
- Currently Enrolled, The Expositor's Academy

PROFESSION AND AFFILIATIONS

- Owner, JMN Avenue Training Center
- Managing Partner, Communication Arts Training Center
- Licensed Financial Advisor / Certified Investment Advisor, Pru Life UK
- Trainer, Public Organizations and Private Companies
- Trainer, Miss Cebu Finalists on How to Handle Media
- Trainer, DepEd Supervisors, Principals and Teachers on Personality Development, Public Speaking, Stress and Financial Management, Leadership Training, Gender and Development, etc..
- Speaker/ Judge, Department of Education's Regional and Division Press Conferences (Region 7 and Region 8)

Broadcasting Career (ABS-CBN / 2010 – 2020)

- TV Host, Maayong Buntag Kapamilya Sabado, ABS-CBN Cebu
- Radio Anchor, DYAB 1512, ABS-CBN Cebu
- TV News Reporter, TV Patrol Central Visayas
- Creative Producer/Director, Creative Communication Management

AWARDS AND OTHER AFFILIATIONS

- **National Achiever**, NAC Pru Life UK, 2022, 2021, 2022
- **Campus Journalism Advocate**
Trains campus journalists and school publication advisers on the following topics: news writing, sports writing, feature, editorial, radio and TV broadcasting (Region VII, Region VIII, CARAGA) – 2006 - present
- **Director**, Public Service Announcement (PSA) entitled "Panguma" (Farming) which bagged the **Best PSA nationwide** competing with the PSAs of the giant networks in the country during the Catholic Mass Media Awards (CMMA) in Manila in 2015. "Panguma" also received a Special Citation during the Cebu Archdiocesan Mass Media Awards (CAMMA) in the same year.
- **2ND PLACE - CEBU INTERNATIONAL DOCUMENTARY FILM FESTIVAL – ROTARY FILM CHALLENGE, JUNE 2014**
(The story focuses on the victims of the typhoon Yolanda in Daanbantayan especially the students in Maya Elementary School.)
- **Scholar-grantee**, Cebu International Documentary Film Festival (CIDFF), October 2012
(Was able to produce a ten-minute documentary on the lives of students in mountainous areas in Cebu City and how they proved that poverty and limited resources are never hindrances of quality education. These students landed on top during National Achievement Test.)
- **Licensed Member**, Kapisanan ng mga Brodkaster ng Pilipinas (KBP)
- **Outstanding Toledano (Toledo City), 2010**

ROBERTO M. CABARDO



EDUCATIONAL BACKGROUND

- Doctor of Philosophy in English major in Language
- Graduated, Master of Arts in Development Communication
- Candidate, Master in Management, Major in Educational Management
- Fourth Year, Bachelor of Laws
- Bachelor of Elementary Education – Major in English with units in BSED-English & AB Masscom

AWARDS/COMMENDATIONS

- Trained Faculty Researcher and presented researches here and in the USA
- Lead Facilitator, FAPE-PEAC Training Program for Senior High School Teachers in Regions 7 & 8
- Accredited Broadcaster (Broadcasting, Journalism, & Communication)
- Cum Laude in College
- Consistent Honors Student from Grade School thru College
- Video Documentary Winner for Regional Entry 13th Gawad CCP for Alternative Film/TV & Radio

TRAININGS/RELEVANT EXPERIENCES

- Faculty, Department of Journalism and Communication, USJ-R College of Arts and Sciences
- Basic Acting Workshop for Film & Television under Carlitos Siguion Reyna, Erik Matti & the Late Uro dela Cruz of Bubble Gang, Soxy Topacio and other Members of the Directors Guild of the Philippines
- Basic Integrated Theater Acting Workshop of the USC Theater Guild
- Acted on Stage for PETA's Satirical Play Monumento and Propesor Tuko
- Experimental – Narrative Filmmaking by Mowelfund Film Institute in Manila for 3 months
- Trainer's Course on General Education Curriculum (GEC) for College by Commission on Higher Education
- Sound on Film Workshop by the French Embassy, Star Cinema, GMA Films and Cultural Center of the Philippines
- How to Make Video Documentaries by Dr. Clodualdo del Mundo Jr. (DLSU) and Prof. Maureen Santos of UP Diliman
- Research Ethics and Technology Transfer [Organizer] January 30-February 4, 2017 by Prof. Dr. Darryl Raymund Macer [AUSN] and Prof. Dr. John Weckert [University of Canberra]

PROFESSION AND AFFILIATIONS

- Member, Textbook and Academic Authors Association of America
- Member, Oxford Teachers Club (Oxford University Press)
- Vice Chair for Labor, Industry/Tripartite Committee on Education of Department of Labor & Employment VII
- Spokesperson, Regional Tripartite Industrial Peace Council in Central Visayas
- Regional Trainer, Private Education Assistance Committee-Fund Assistance for Private Education (PEAC-FAPE) Senior High School Trainers
- National Trainer, GED Humanities – Art Appreciation of the Commission on Higher Education
- Development Journalism, Communication, English, Humanities Professor of USJ-R
- Accredited Broadcaster of the Kapisanan ng mga Brodkaster ng Pilipinas (KBP)
- President, University of San Jose-Recoletos Faculty Association, Inc. (2012 – to date)

**Basic Communicative and Linguistic Competence Webinar
Bohol Division**

December 10, 2022/ January 7, 2023/ January 14, 2023

Program

December 10, Saturday

SCHEDULE	TOPIC	SPEAKER
7:45AM – 8:30AM	Accepting of participants via Zoom	
8:30AM – 8:45AM	Opening Ceremonies : Prayer Acknowledgment of Participants Opening Message & Rationale Inspirational Message	COMARTS
8:46AM – 10:30AM	THE WINNING PERSONALITY Introduction to Communication in today's generation	Jun Nino Nalipay
10:30AM – 10:45AM	Break	
10:45AM – 12:00NN	COMMUNICATION COMPETENCY: DELIVERING INFORMATION IN A DIGITAL WORLD	Jun Nino Nalipay
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM – 1:15PM	ENERGIZER /GAMES	COMARTS
1:16PM – 2:30PM	COMMUNICATION COMPETENCE: ADAPTABILITY COGNITIVE COMPLEXITY ETHICS SELF AWARENESS	Maria Virginia Visitacion
2:30PM – 2:45PM	BREAK	
2:45PM – 4:00PM	CONFIDENCE BUILDING	Maria Virginia Visitacion
4:00PM – 4:15PM	Closing	COMARTS

January 7, 2023 / Saturday

SCHEDULE	TOPIC	SPEAKER
7:45AM – 8:30AM	Accepting of participants via Zoom	
8:30AM – 8:45AM	Opening Ceremonies : Prayer Acknowledgment of Participants	
	Energizer	COMARTS
9:45AM – 10:30AM	Written Communication	Dr. Robert Cabardo

	Lecture	
10:31AM – 10:45AM	Break	
10:46AM – 12:00NN	Written Communication Lecture and Workshop	Dr. Robert Cabardo
12:00NN – 1:00PM	LUNCH BREAK	
1:01PM – 1:20PM	ENERGIZER / ICE BREAKER	COMARTS
1:21PM – 2:30PM	Business Correspondence Lecture	Dr. Robert Cabardo
2:30PM – 2:45PM	BREAK	
2:45PM – 4:00PM	Business Correspondence Lecture and Workshop	Dr. Robert Cabardo
4:00PM – 4:15PM	Closing	COMARTS

January 14, 2023 / Saturday

SCHEDULE	TOPIC	SPEAKER
7:45AM – 8:30AM	Accepting of participants via Zoom	
8:30AM – 8:45AM	Opening Ceremonies : Prayer Acknowledgment of Participants	
	Energizer	COMARTS
8:46AM – 10:30AM	Verbal and Non Verbal Communication Lecture	Jun Nino Nalipay
10:30AM – 10:45AM	Break	
10:45AM – 12:00NN	Verbal and Non Verbal Communication Lecture and Workshop	Jun Nino Nalipay
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM – 1:20PM	GAMES/ ICE BREAKER	COMARTS
1:21PM – 2:30PM	Oral Communication and Speech Improvement Lecture	Margie Visitacion
2:31PM – 2:45PM	BREAK	
2:46PM – 4:00PM	Oral Communication and Speech Improvement Lecture and Workshop	Margie Visitacion
4:01PM – 4:15PM	Evaluation / Closing	COMARTS