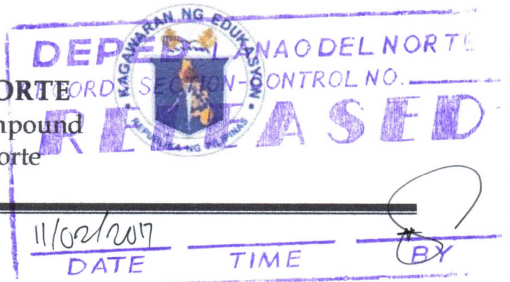




Department of Education
Region X-Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



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.