

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**

Capital Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net)

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SGOD Office (035) 225 - 6180

March 15, 2017

**DIVISION MEMORANDUM**

No. 129 s. 2017

**2017 DAP COD PUBLIC OFFERINGS**

TO: ASDS  
Chiefs, CID and SGOD  
DEPS, SEPS, District Supervisors/District In-Charge  
Elementary and Secondary school Principals  
All Others Concerned

1. Attached is **Unnumbered NIR Regional Memorandum**, dated March 8, 2017, disseminating the brochures/invitation sheets on the 2017 DAP COD Public Offerings from the Development Academy of the Philippines Center for Organizational Development.
2. For details, see attached communication.
3. for the information and guidance of all concerned.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC - Office of the Assistant Regional Director  
Concurrent, Schools Division Superintendent

3/16/17





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**  
West City Elementary School Campus  
Dumaguete City 6206



<b>RELEASED</b>	
CONTROL NO.	624
RELEASED BY:	<i>[Signature]</i>
DATE RELEASED:	03-10-17

**MEMORANDUM**

TO : Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools

FROM : *[Signature]* GILBERT T. SADSAD  
Director III  
OIC Regional Director

SUBJECT: 2017 DAP COD PUBLIC OFFERINGS

DATE : March 8, 2017

1. Attached are brochures/invitation sheets on the 2017 DAP COD Public Offerings from the Development Academy of the Philippines Center for Organizational Development, which are self-explanatory.
2. Interested parties are advised to inquire at [dapcod@gmail.com](mailto:dapcod@gmail.com) or call telefax nos.631-2121/6312133 and look for Ms. Baby Balanzat or Ms. Flo Martin.
3. Widest dissemination of this Memorandum is desired.

HRDD/mav

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: [depednir@gmail.com](mailto:depednir@gmail.com)

FB: [facebook.com/depednir](https://www.facebook.com/depednir) / WEB: [depednir.weebly.com](http://depednir.weebly.com)

Public Offering of

# 4D PRESENTING

DISCOVER, DESIGN, DEVELOP AND DELIVER

The **Presentation Skills Development for the Public Sector (4D Presenting)** is a 5-day training course whose design focuses on learning and development, public speaking, and presenting. It covers four modules, namely: Discover, Design, Develop and Deliver. Each module covers the important stages (from preparation to presentation) which every speaker undertakes in order to create and deliver a more substantial presentation.

## MODULE DESCRIPTIONS

**Module 1. Discover** – The first module focuses on the audience – who they are, what their learning needs are, what they know and do not know, and what their expectations are, taking into consideration the location and existing circumstances that may have an impact in choosing the content of the presentation.

**Module 2. Design** – The second module is comprised of several workshops that will guide the participants on writing objectives and preparing session guide.

**Module 3. Develop** – The third module will provide participants guidelines on how to create effective presentation slides and how to choose other visual aids that will reinforce the message conveyed.

**Module 4. Deliver** – The fourth module focuses on the speaker/presenter, on how to be mentally and physically prepared to stand in front of an audience.

*To culminate the training course, participants will be given the opportunity to apply lessons from all four modules by speaking/presenting in front of an audience.*



development academy of the philippines  
**CENTER FOR ORGANIZATIONAL DEVELOPMENT**  
DAP Building, San Miguel Avenue, Ortigas Center, Pasig City  
Tel No. 631-2121 / Tel Fax: 631-2133  
Trunkline Nos.: 631-0921 to 30 local 116 and 120

## 2017 PUBLIC OFFERING

### TARGET PARTICIPANTS

This is designed for government employees and officers whose work focuses on learning and development, public speaking and presenting.

### SCHEDULE

July 3 – 7, 2017 (5 days) from 8:00am to 5:00pm equivalent to 40 hours of training

### VENUE

Development Academy of the Philippines (DAP), Ortigas Center, Pasig City; and

Development Academy of the Philippines Conference Center (DAPCC), Brgy. Sunga, Tagaytay City

### COURSE FEE

The total cost of the program is **Php25,000.00** per participant, inclusive of 12% VAT.

# Write Right

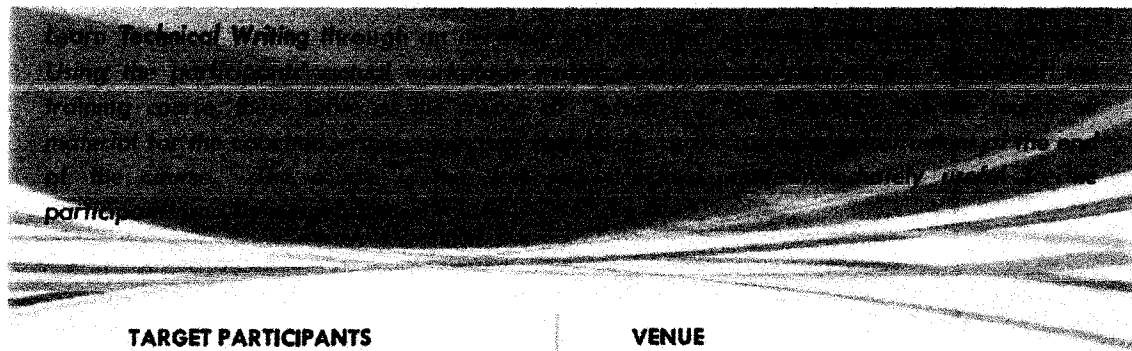
2017 PUBLIC OFFERING

A 4-day Public Offering Training Course in **Technical Writing for the Public Sector** which aims to help Public Sector managers and staff members improve their technical writing skills through a learner-influenced, task-oriented, and mixed-method Learning Experience Design.

## COURSE OBJECTIVES

*At the end of the four-day Training Course, participants will be able to:*

1. Determine the content, approach, and structure of the text on the basis of its nature, purpose, audience, and circumstance;
2. Follow professional standards and conventions of writing;
3. Write texts characterized by more coherence, cohesiveness, and clarity on the level of the document, the paragraph, and the sentence.



### TARGET PARTICIPANTS

Public Sector managers and staff members

### SCHEDULE

May 9 – 12, 2017 (4 days) from 8:00am to 5:00pm equivalent to 32 hours of training

### VENUE

Development Academy of the Philippines Conference Center (DAPCC), Tagaytay City

### COURSE FEE

The total cost of the program is Php20,000.00 per participant, inclusive of 12% VAT



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Ortigas Center, Pasig City

Tel No: 631-2121 / Tel Fax: 631-2133

Toll-free Nos.: 631-0921 to 30 local 116 and 120

Email Address: [dapcced@gmail.com](mailto:dapcced@gmail.com)

Contact Persons: Ms. Baby Yang

# A Public Offering of **TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5Ps)**

**Competence, Professionalism, and Integrity  
in the Public Service**

## **2017 PUBLIC OFFERING**

### **TARGET PARTICIPANTS**

Position holders and incumbents of SG-19 and higher who are performing supervisory and managerial functions.

### **SCHEDULE**

Eight (8) hours a day for fifteen (15) days equivalent to One Hundred Twenty (120) hours of training. (March 23-25; April 5-7, 26-28; May 18-20; June 2-3, 16, 2017)

### **VENUE**

Development Academy of the Philippines (DAP), Ortigas Center, Pasig City; and

Development Academy of the Philippines Conference Center (DAPCC), Brgy. Sunga, Tagaytay City

### **COURSE FEE**

The total cost of the program is PhP75,000.00 per participant,

The Training Course for Managers and Supervisors in the Public Sector (5Ps) seeks to provide the foundation for developing competent supervisors and managers who are able to create and maintain a high-performance, service-oriented, and productive work place that enables employee engagement.

Designed specifically with the public sector in mind, the course highlights the 5Ps of management and leadership: (1) Personality; (2) Purpose; (3) Processes; (4) People; and (5) Plans, the elements that enable the modern-day manager to achieve quality service and results.

By the end of the 120-hour program, participants will be able to:

- Explain the variables of human behavior in organizations and how these can be managed and directed to encourage superior individual and team performance;
- Identify different quality and productivity management tools in order to improve work processes and organizational aspects of supervision; and
- Translate strategies into development plans for improved performance and effective service delivery.



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Email Address: [info@dap.gov.ph](mailto:info@dap.gov.ph)

Learn the ropes of  
**Competency Modeling and Position Profiling**  
as you reflectively go through the actual  
procedure of creating basic competency  
models and profiles using a  
**"guided task approach."**



ISO 9001:2015 Certified  
COP-004-2018-001/079

The Center for Organizational Development of the  
development academy of the philippines

*invites you to the*

# ORIENTATION COURSE IN COMPETENCY MODELING & POSITION PROFILING

*on July 18 – 21, 2017*

at 8:30AM - 5:30PM

DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City

The program fee is **Php 20,000.00\*** per participant, inclusive of VAT.

This learning session is equivalent to 32 hours.

*\*A 10% discount applies when the payment is made at least three (3) days before the run date.*

For interested parties, please email us to [dapcod@gmail.com](mailto:dapcod@gmail.com) or call us at telephone no. 631-2133 and telefax no. 631-2121 and trunkline nos. 631-0921 to 30 loc. 120 or 116