



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0170

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Education Program Supervisors
Public Schools District Supervisors
Concerned School Heads
All others concerned

Subject: **PARTICIPATION TO THE TECHNICAL WRITING ENHANCEMENT TRAINING AND WORKSHOP**

Date: May 19, 2025

1. This is in reference to the attached letter of invitation of Samuelle Marianne C. Sanchez, MA, Supervising Administrative Officer of Davao del Norte Learning Institute, dated May 2, 2025, requesting participants to the Technical Writing Enhancement Training and Workshop on May 22, 2025 at the Bulwagan ng Karunungan, Provincial Capitol, Davao del Norte.
2. The following personnel shall attend the said training on official business.

| Name | Position | Office |
|------------------------|----------|--------|
| Miah Trizza M. Bonita | ADAS III | OSDS |
| Precious Mae C. Gaquit | AO II | OSDS |

3. Participants are requested to bring laptop and documents files such as letters, office memoranda, reports, activity designs, project proposals, among others.
4. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
5. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

Enclosure: As stated.
SGOD/jam





File copy

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

May 6, 2025

MERVIN JAY Z. SUAYBAGUIO, PhD, DDM
PG Department Head, PICKMO
Executive Director, DNLI

Dear Sir Suaybaguio

Greetings!

This is to formally acknowledge receipt of your invitation regarding the **Technical Writing Enhancement Training and Workshop** on May 22, 2025, at the Bulwagan ng Karunungan, Provincial Government Center, Mankilam, Tagum City organized by Davao del Norte Learning Institute.

We are pleased to inform you that the Division Office of Davao del Norte supports this initiative and confirms the participation of **Ms. Miah Trizza M. Bonita** and **Ms. Precious Mae C. Gaquit** in the said activity. We trust that their attendance will be beneficial in further strengthening their skills and contributing positively to the division's programs.

We sincerely thank you for including our personnel in this valuable opportunity. Please extend our appreciation to your team for this meaningful collaboration.

Should there be any further requirements or documents needed from our end, feel free to get in touch.

Sincerely yours,

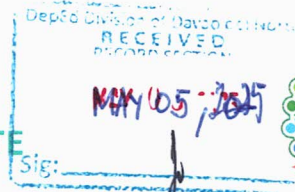
Enclosures
Received
05/15/25


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



DAVAO DEL NORTE LEARNING INSTITUTE

Center on Continuing Studies for Local Development



Tagum City, 02 May 2025

Reynaldo B. Mellorida, CESO V

Schools Division Superintendent

Department of Education, Division of Davao del Norte

Tagum City, Davao del Norte

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[org](https://davaodelnortelearninginstitute.org)

Re: *Invitation to office employees to the Technical Writing Enhancement Training and Workshop hosted by DNLI, 22 May 2025 at the Bulwagan ng Karunungan*

Dear Superintendent Mellorida,

Madayaw and warmest DavNor greetings!

The **Davao del Norte Learning Institute** will host another edition of the **Technical Writing Enhancement Training and Workshop** on **22 May 2025** at the **Bulwagan ng Karunungan, Provincial Government Center, Mankilam, Tagum City**.

Similar to the previous edition held on 20 September 2024, this workshop aims to improve employees' written communication skills useful in proposing, managing, and monitoring programs and activities; workshop participants will learn and practice the basics of technical writing alongside the latest trends and technologies.

Anent to this, may we request **two employees** from your respective offices **who have not attended last year's event but would like to improve their technical and business writing skills** to join this endeavor. May we request that your participants bring with them laptop computers and selected document files such as letters, office memoranda, reports, activity designs, and project proposals, among others, as these will be used during the course activities.

We look forward to receive your list of attendees **on or before 15 May 2025**, which you may send to us through a printed letter addressed to the PICKMO PG Department Head or through email at dnli-office@davaodelnorte.gov.ph.

Should you have any concerns or suggestions to our request, you may contact us using any contact detail presented on the right-hand side of this letter.

Thank you for accommodating our invitation, and we look forward to continue working with you for our mandate of offering accessible quality education for human capital development of Davaonon public servants.

Sincerely yours,

Samuelle Marloune C. Sanchez, MA
Supervising Administrative Officer
PICKMO-KIMD / DNLI

Noted by

Mervin Jay Z. Sudyapagulo, PhD, DDM
PG Department Head, PICKMO
Executive-Director, DNLI