



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

25 November 2020

DIVISION MEMORANDUM
No. 259 s. 2020

TO : All PSDSs
School Heads
Brigada Eskwela Coordinators
All Others Concerned



**TRAINING ON TECHNICAL WRITING AND DOCUMENTATION AND PACKAGING OF
SCHOOLS BRIGADA ESKWELA'S BEST PRACTICES**

1. The School Governance and Operations Division through the Social Mobilization and Networking Unit will conduct a training on Technical Writing and Documentation and Packaging of Schools Brigada Eskwela's Best Practices on December 3, 4, 7 and 8, 2020 at Davidson Hotel and Restaurant.
2. Participants will be the School Brigada Eskwela Coordinators. The training aims to help them enhance their writing/documentation capabilities.
3. The schedule will be the following:

District	Time	Date
ETD1, STD1, NTD1 and Balong and Bayabat ES	8:00 am to 5:00 pm	December 3, 2020
ETD2, WTD1, Burayukan and Cabaruan ES		December 4, 2020
ETD3, STD2, STD3, Dilag and Gradual Discovery		December 7, 2020
WTD2, Laya ES, Laya West, Pantar, San Julian and Balong NHS		December 8, 2020

4. Wide dissemination of this memorandum is desired.

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