



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

DIVISION ADVISORY NO. 137, s. 2021
September 30, 2021

In reference to the letter of Ms Maria Virginia Valmoria - Visitacion, Directress, ComArts Training Center, this advisory is issued for the information of all elementary and secondary school heads, junior and senior high school, public and private.

**COMMUNICATION ARTS TRAINING CENTER
WEBINAR ON BASIC COMMUNICATIVE AND LINGUISTIC COMPETENCE FOR TEACHERS**

ComArts Training Center, a Cebu-based training group invites interested teachers to participate on its Webinar on Basic Communicative and Linguistic Competence for Teachers. A training fee of P1,450 shall be charged each participant inclusive of speaker's fees with two training assistants, certificate of participation, and other expenses that will be incurred. Interested participants may contact the ComArts Training Center secretariat through 09065004070.

For further details, please see the attached letter/training proposal.

ELIAS A. ALICAYA Jr. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: **OCT 05 2021**
By: CRISTINA D. ESTERA
Ref. no. DA 137, s. 2021

cid-ims/alp/09/30/2021

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"Creating Possibilities, Inspiring Innovations"

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September 27, 2021



MR. ELIAS A. ALICAYA, JR.
OIC - Schools Division Superintendent .
Department of Education - Quezon
Talipan, Pagbilao, Quezon

Dear Mr. Alicaya:

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 Quezon a 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.

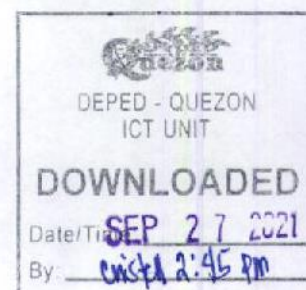
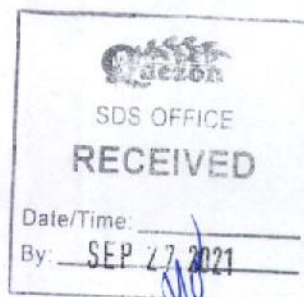
An E-certificate will also be given to all the participants after the webinar.

Should you have concerns, feel free to contact us through **09065004070**. We are looking forward to a favorable response from you and your team.

God bless you!

Respectfully,

Maria Virginia Valmoria-Visitacion
Directress, ComArts Training Center



Department of Education – Division of Quezon

Webinar on Basic Communicative and Linguistic Competence for Teachers

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 we 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 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 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:

- Schools Division Superintendent
- Teachers

C. Schedule

- Date: TBD (Three Days)
- Venue: Online (via Zoom)

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

3. Effective Communication Skills

Definition in global perspective
Positive development now
Challenges and issues now
Possible avenues for Ecom to Thrive
IQ/EQ – Grit Dynamics in EFCOM

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 (during interviews, in meeting your bosses, job application)

E. Cost Estimates

The training fee is inclusive of the following:

- Speaker's fees with two training assistants
- Certificate of Participation
- Costs:
P1. 450 per head / Minimum of 250
Participants (Three days)

F. Responsibilities of the Training Provider

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

Responsibilities of the Client

- Personal Zoom Account

G. Monitoring and Evaluation

Evaluation link will be given to the participants at the end of the program.



ComArts

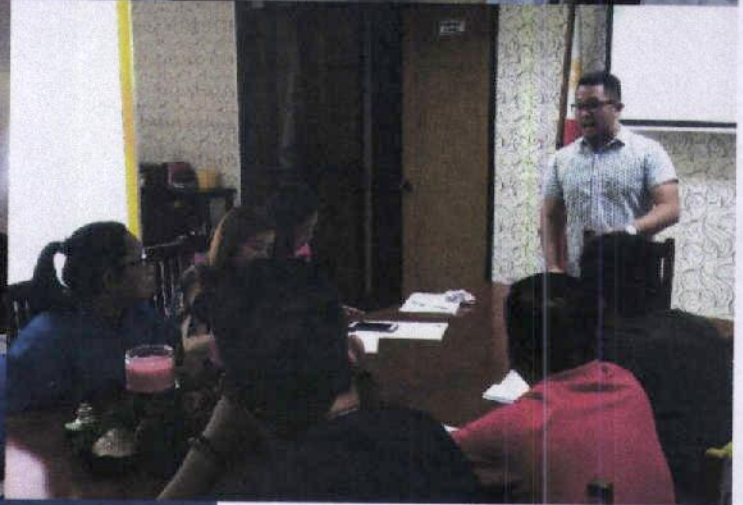
Communication Arts Training Center



Communication Arts Training Center is a Cebu based training group that aims to meet the learning needs of our clients in Visayas and Mindanao. ComArts intends to provide education among the young and adult learners – *learning while having fun.*

Communication Arts Training Center

has speakers who are experts in the field of communication, education, journalism/media, business, arts, tourism, personality development, etc..



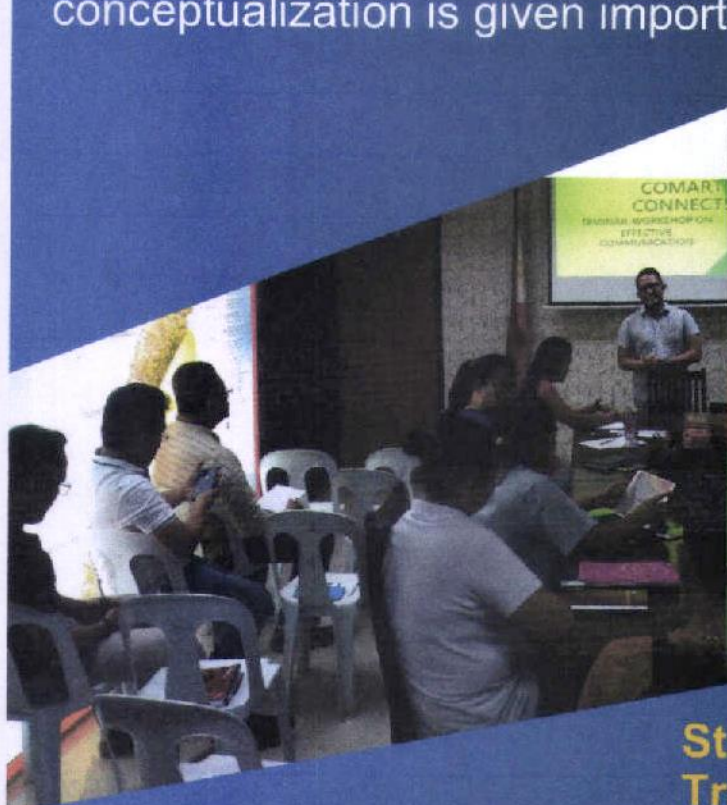
Positive Feedbacks

Every training, participants evaluate the contents, the performances of the speakers on their respective topics and the seminar/training/webinar as a whole. Through this, ComArts improves and continues to further its strengths.



Communication Arts Training Center

customizes training programs for each client. ComArts understands and values the certain needs of our clients; thus, conceptualization is given importance.



Started in 2011, Communication Arts Training Center has trained over 30,000 diverse individuals. They are teachers, administrators, skilled workers and employees from government and private organizations in Visayas and Mindanao.





VISION

Communication Arts Training Center envisions of producing well-rounded and virtuous trainees through a program that addresses the cognitive, effective and psychomotor aspects in learning. We also envision a cooperative relationship with our immediate community as an equal partner in molding the minds of trainees both young and old, along with the facilitators who will always nurture them with better chances in professional, personal, and spiritual development.



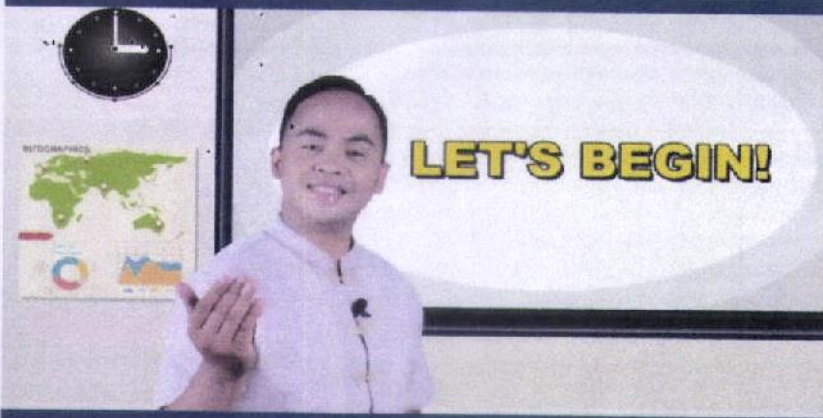
MISSION

Communication Arts Training Center commits to educate learners by providing them quality, flexible, recreational, and innovative training approaches for them to understand the subject matter. ComArts also commits to equip learners with the much-needed skills, knowledge and attitude that can help them greatly in their daily professional and personal life.



COMARTS WEBINARS





WEBINAR ON
TV-BASED INSTRUCTION
(DepEd Cebu Province)



WEBINAR ON
CREATING OPPORTUNITIES IN A TIME OF CRISIS
(DepEd Division of Eastern Samar)



WEBINAR ON
STRESS AND FINANCIAL MANAGEMENT
(DepEd City of Naga)

WE OFFER THE FOLLOWING TOPICS:

JOURNALISM / MEDIA

- Media education
- Press Relations
- Editorial Writing
- Science and Technology Writing
- Sports Writing
- Copyreading and Headline Writing
- Photojournalism
- Online Publishing
- Collaborative Desktop Publishing
- Radio/TV Broadcasting
- Proper Usage of Social Multimedia
- Dealing with the Media

PERSONALITY DEVELOPMENT

- Customer Care and Telephone Etiquette
- Bringing out the Best in YOU
- Stress Management
- Work Attitude of an Ideal Educator LGO

GROUP DYNAMICS

- Team Building and Interpersonal Communication
- Coaching and Mentoring
- Event Management

PSYCHOLOGY

- Gender and Development (GAD)
- Parenting
- Special Education
- Behavioral Psychology
- Anti-Child Trafficking
- Anger Management
- Stress Management

EFFECTIVE COMMUNICATION

- Public Speaking
- Mindful Communication
- Hosting
- Grammar
- Speech
- Guests and Communication Protocol
- Taming Nervousness
- Active Listening

**WE CUSTOMIZE YOUR
TRAINING NEEDS.**



CONTACT US



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