
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: OSD-SDS

RELEASED

September 11, 2019

SEP 11 2019

**DIVISION MEMORANDUM**  
 No. 332 s. 2019

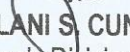
By \_\_\_\_\_  
 DepEd Angeles City  
 Division of City Schools

### SEMINAR-WORKSHOP ON THE ART OF VOICE HOSTING

To : Education Program Supervisor, English  
 Public Schools District Supervisors  
 Heads of Public Elementary and High Schools

1. The Office of the Community Extension Services ( OCES) of Holy Angel University through the AB Communication Department under the School of Arts and Science ( SAS) will conduct a **Seminar - Workshop on the Art of Voice Hosting** which will be held on September 13, 20 and 27, 2019 from 1 pm to 5 pm, at St. Gabriel Room, 2<sup>nd</sup> Floor, SJN Formation, Holy Angel University, Angeles City.
2. The seminar-workshop aims to:
  - capacitate the non - English teachers on the basics of hosting events or activities in school
  - enhance the skills of the teachers serving as official emcees during graduation, moving ceremonies and other related activities in school
3. The seminar -workshop consists of three batches with the following dates:
  - Sept. 13, 2019 - Non-English Teachers who **do not have experience** in emceeing
  - Sept. 20, 2019 - Non- English Teachers who already **have experience** in emceeing
  - Sept. 27, 2019 - **Official emcees** during moving - up and graduation ceremonies
4. There will be no registration fee. Each public school can send three participants ( one per batch only ) following the categories set for each batch.
5. Immediate and wide dissemination of this memorandum to all concerned is desired.

cid/rpb-english

  
**LEILANI S. CUNANAN, CESO V**  
 Schools Division Superintendent

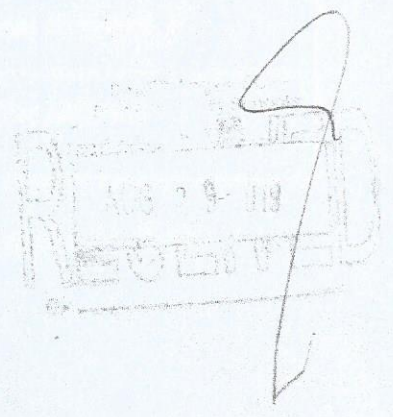
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**"SMILES BRIGHT, SERVES RIGHT"**



August 23, 2019

**MS. LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent  
Department of Education  
Angeles City

  
A rectangular stamp with the date "AUG 29 2019" and the word "RECEIVED" is visible, along with a large handwritten checkmark.

Dear **Ms. Cunanan**:

Greetings!

From June to August of this SY, the Office of the Community Extension Services (OCES) of Holy Angel University (HAU) has continuously coordinated with different public schools, communities, welfare institutions and disadvantaged sectors on their needs. Aside from the existing MOA between HAU and the Division, our inked agreements with various public schools through our different departments have led to the forging of strong ties between HAU and our academic partners in the public sector.


One of the concerns that were noted in our consultation with the schools is the need to capacitate non-English teachers on the basics of hosting an event or activity in the school; hence, OCES has coordinated with the AB Communication and Languages Department under the School of Arts and Sciences (SAS) of HAU to design a seminar that would address the abovementioned concern.

In this light, we would like to propose a Seminar-Workshop on the Art of Voice Hosting for non-English teachers. We are targeting around 159 individuals comprising three representatives (3 representatives x 53 schools) per school in the Division of Angeles City. The seminar for the first batch may be scheduled on September 13, 2019 from 1:00 p.m. to 5:00 p.m. at Holy Angel University.

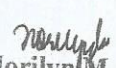
Though we already have set a schedule for the first batch, we are willing to adjust the date and time that will conveniently fit your availability including that of the 2<sup>nd</sup> and 3<sup>rd</sup> batches. Should you have concerns, you may directly contact the undersigned at 0933.575.0234 or 045.888.8691, local 1325 or email us at: [smbarrera@hau.edu.ph](mailto:smbarrera@hau.edu.ph)

Thank you very much. Laus Deo Semper!

Truly yours,

  
**Ms. Shirley Mae B. Marcos**  
Head, OCES

Noted by:

  
**Ms. Norilyn M. Pineda**  
Director, ICFSI