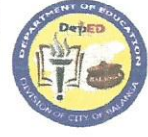
	Republic of the Philippines Department of Education Region III <b>Schools Division of City of Balanga</b> City of Balanga Website: <a href="http://deped.cityofbalanga.gov.ph">http://deped.cityofbalanga.gov.ph</a> Email: <a href="mailto:balanga.city@deped.gov.ph">balanga.city@deped.gov.ph</a> Telefax: (047) 633-6686		Document Code: SDO-QF-SDS-DM-003  Revision: 00  Effectivity date: 11-17-2017
	<b>OFFICE MEMORANDUM</b>		Name of Office: <b>SDS Office</b>

July 05, 2018



No. 022 s, 2018

**To: Assistant Schools Division Superintendent  
 Chiefs of Division  
 Unit Heads  
 All Others Concerned**

1. In order for the front liners to communicate with others in practical business-oriented situations and express one's self with increasing fluency, accuracy and confidence, this Office will be launching a two-month training Basic Business Language (BBB) from July to August 2018.
2. Participants in this activity are the clerks, drivers, utility workers, and watchmen. Please see attached enclosure for the List of Participants. They are advised to attend the orientation meeting on July 06, 2018, 3:30 PM at the SDO Conference Room.
3. For information, guidance, and compliance.



**CAROLINA S. VIOLETA, Ed. D.**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

	Republic of the Philippines Department of Education Region III <b>Schools Division of City of Balanga</b> City of Balanga Website: <a href="http://deped.cityofbalanga.gov.ph">http://deped.cityofbalanga.gov.ph</a> Email: <a href="mailto:balanga.city@deped.gov.ph">balanga.city@deped.gov.ph</a> Telefax: (047) 633-6686		Document Code: SDO-QF-SDS-OM-003  Revision: 00  Effectivity date: 11-17-2017
	<b>OFFICE MEMORANDUM</b>		Name of Office: <b>SDS Office</b>

Enclosure No. 1 to Office Memorandum No. 022, s. 2018

**Participants in Business Language Seminar-Workshop  
July to August 2018**

Name	Designation	No. of Years In the Present Positions	Unit/Division
1. Shineth Lalaine L. Silva	ADA VI	3 Yrs. & 6 Months	CID
2. King Bryan Punzalan	Clerk	6 Yrs.	SGOD
3. Mildred Paraso	Clerk	8 Yrs.	CID
4. Joylen DG. Mendoza	ADA VI	3 Yrs. & 6 Months	OSDS
5. John Carlo M. Tuazon	Clerk	1 Month	OSDS
6. Karla Liza P. Izon	ADA VI	2 Yrs.	OSDS
7. Jourdan Miranda	Clerk	2 Yrs.	OSDS
8. Desiree S. Mendoza	ADAS III	4 Yrs.	OSDS
9. Edzel Mendoza	Clerk	2 Yrs.	OSDS
10. Kristine T. Ramos	ADA VI	3 Yrs. & 6 Months	OSDS
11. Jesy Marie Arcebido	Clerk	9 Months	OSDS
12. Camille T. Camacho	Clerk	7 Months	OSDS
13. Joy Ann Cruzat	Clerk	1 Yr. & 2 Months	OSDS
14. Mylen D. Due	ADAS I	3 Yrs. & 6 Months	OSDS
15. Maria Patricia B. Dizon	AO IV	3 Yrs. & 6 Months	OSDS
16. Alexander P. Diwa	ADA IV	3 Yrs. & 6 Months	OSDS
17. Dennis Bergonia	Driver	3 Yrs.	OSDS
18. Isagani Dexter Samson	Watchman	3 Months	OSDS
19. Paulo Reyes	Watchman	3 Yrs. & 8 Months	OSDS
20. Ricardo V. Sumandal	Watchman	3 Months	OSDS
21. Nadia S. Garcia	Utility	3 Months	OSDS
22. Ma. Delsania L. Ducusin	Utility	3 Months	OSDS
23. Dalyn Sugatain	ADA VI	2 Yrs.	OSDS
24. Margie Robles	Utility	4 Yrs. & 6 Months	OSDS
25. Ferdinand B. Lopez	Utility	4 Yrs. & 6 Months	OSDS