



ADVISORY No. 272 s. 2024

October 16, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/Staff, as well as the concerned public

INVITATION TO THE VIRTUAL REPORT WRITING COURSE

The International Centre for Parliamentary Studies invites interested individuals to join their Report Writing Course via Virtual Learning on October 24, 2024. This course will equip you with the essential tools for creating clear, concise, and compelling reports.

Attached is the communication for detailed information. For queries, you may send an email to trainingsupport@parlicentre.org.

Participation is on a voluntary basis only.

For information.

HRDD/rtb/mvt
10/16/2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



October 21, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public & Private Elementary and Secondary School Heads
All Others Concerned

For information.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



☑ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph

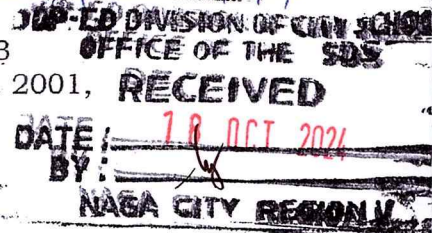




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24109278
29 OCT 2024

OCT 15 2024

DEPED V BICOL REGION

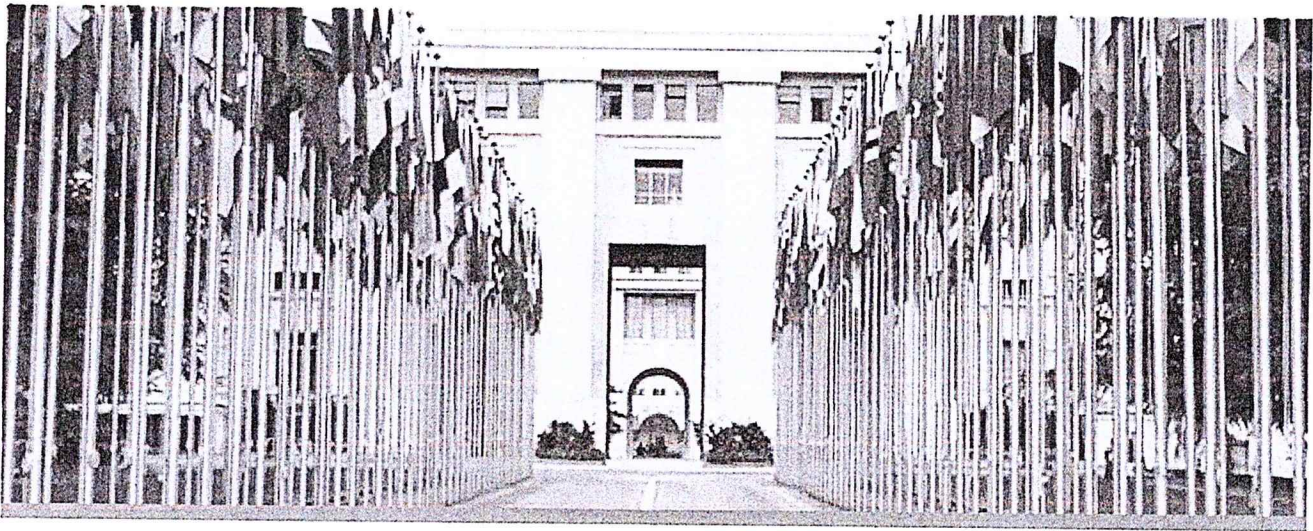
BY: *[Signature]*

TIME: *6:03 am*

From: trainingsupport@parlicentre.org on behalf of International Centre for Parliamentary Studies <trainingsupport@parlicentre.org>
Sent: Tuesday, 15 October 2024 2:01 am
To: DEPED V BICOL REGION
Subject: Report Writing Course - 24th Oct 2024 Virtual workshop



International Centre for
Parliamentary Studies



Report Writing Course

24th Oct 2024 | Virtual Learning

Dear GilbertT,

I hope this email finds you well.

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29 OCT 2024

Are you ready to sharpen your report writing skills and make a greater impact in the public sector? Join us for our intensive **One-Day Report Writing Workshop**, designed to equip you with the essential tools for creating clear, concise, and compelling reports.

In this workshop, you'll explore the different types of reports and their purposes, learn how to structure them effectively, and discover strategies to tailor your message for maximum influence. We'll also cover practical data collection and analysis techniques that move beyond academic approaches, focusing on actionable insights for your reporting. To top it off, you'll refine your writing and editing skills to ensure your reports are always polished and professional.

What You'll Learn:

- Understand the various types of reports used in the public sector and their specific functions.
- Master strategies for planning and structuring reports that inform and influence decision-makers.
- Tailor your content to suit your audience for maximum impact.
- Apply practical techniques for collecting and analysing data to support your findings.
- Enhance your writing by adopting the principles of Accuracy, Brevity, and Clarity (ABC) and using plain English.
- Sharpen your editing and proofreading skills to create clear, concise, and compelling reports.

Workshop Overview:

1. **Introduction to Report Writing:** Understand why effective report writing is critical in the public sector.
2. **Session 1: Report Types and Purposes:** Discover the various reports used in your field and how to tailor your writing for different formats and objectives.

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3. **Session 2: Planning and Structuring:** Learn step by step strategies for planning, structuring, and outlining your reports.
4. **Session 3: Data Collection and Analysis:** Explore actionable techniques for gathering, interpreting, and presenting data in your reports.
5. **Session 4: Writing and Editing Techniques:** Master the principles of clear writing and effective editing to enhance the quality of your reports.

The day will conclude with an open Q&A session, giving you the chance to get personalised guidance and explore further resources to continue developing your skills.

Fees

The workshop is priced at £2500 for a group of 5 learners.

Looking forward to hearing from you.

Yours sincerely,

Anoda

sales@governmentexchange.co.uk

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29 OCT 2024