



**ADVISORY No. 148 s. 2023**

November 16, 2023

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 SUBMISSIONS AND BRIEFINGS WORKSHOP**

Government Exchange will be conducting a virtual open course on Submissions and Briefings on November 22, 2023.

The objective of this course is to provide a practical workshop to prepare effective written and oral submissions and briefings.

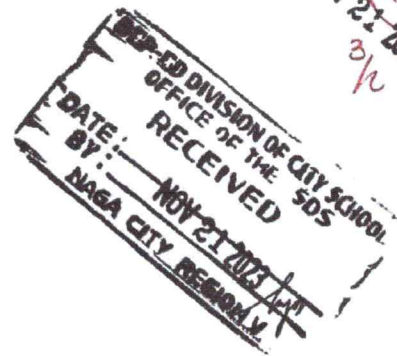
With this, the Government Exchange is inviting interested participants to attend the virtual course. More details and the list of the upcoming courses for 2023 are found in the attached communication.

For queries, you may contact 02031378632 or email [enquirv@governmentexchange.co.uk](mailto:enquirv@governmentexchange.co.uk)

Participation is on a voluntary basis only.

For information.

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V  
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

November 22, 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public 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](mailto:naga.city@deped.gov.ph)





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DEP-ED DIVISION OF CITY SCHOOL  
OFFICE OF THE SDS  
RECEIVED  
DATE: NOV 21 2023  
BY: NAGA CITY REGION V

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**DEPED V BICOL REGION**

**From:** training@governmentexchange.co.uk on behalf of Training  
<training@governmentexchange.co.uk>  
**Sent:** Monday, 13 November 2023 1:04 pm  
**To:** DEPED V BICOL REGION  
**Subject:** Submissions & Briefings Workshop - Professional Certification

BY: [Signature] TIME: 1:18 P.M.

Government Exchange



**The Institute of Leadership Approved**

**Submissions & Briefings Workshop**

**Limited Bursary Available**

Government Exchange would like to invite you and your colleagues to participate in the upcoming approved "virtual" open course on Submissions & Briefings which will take place on **Wednesday 22nd November 2023**.

Given we are working remotely more frequently, and colleagues are often dispersed around different locations, producing more concise and succinct briefings has never been more important.

The objective of this unique course is to provide a practical workshop to prepare effective written and oral submissions and briefings.

**Learning outcomes**

- Learn about the differences between submissions and briefings
- Learn how to structure and prepare a written submission and briefing
- Learn about current best practice
- Develop effective presentation and communication skills for oral briefing
- Understand the needs of Ministers and how to convey information to them effectively
- Understand the needs of your audience and then tailor your submission or briefing accordingly

Click [Link](#) for full programme

**Course Feedback**

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"Exceeded my expectations. I will take away lessons learnt in both my personal and professional life." **Victoria Low, Ofgem**

"I enjoyed the day. I learned about structure of submissions and briefings, what to do and, possibly more important, what not to do.

I was particularly interested in oral briefings and the exercise on this was useful as the range of examples highlighted areas for improvement. I also thought that it was useful being in an environment where other participants were from different organisations. I will be recommending it to colleagues." **Naomi Walker, Environment Agency**

"Friendly, professional and engaging. Very relevant content, will be great for someone new to this." **Colin Maddock, DVSA**

The course was engaging, well thought out and provided useful insight. The trainer was excellent at keeping the participants alert and everyone kept their cameras on throughout. The subject matter expanded my knowledge and I felt that I had learned more about the specifics of submissions and briefings, especially in the UK gov context. **Advanced Propulsion Centre UK**

### **Government Exchange**

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Our trainers have personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the subject matter. This course has also been approved by the internationally recognised *The Institute of Leadership*.

### **Standard Fee and Group Bursary:**

We can now offer all learners registering for the virtual workshops a standard rate of £570+ VAT per place.

To register for this this workshop - please email [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk) or click on link for registration form. [LINK](#)

For more information on part Bursary Savings on individual and group applications, please call **020 3137 8632** or email [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Please feel free to circulate this information on to any relevant colleagues, and do not hesitate to contact us should you wish to register or require any assistance.

### **Upcoming courses for 2023**

Parliamentary Process – 14/11/2023

Policy (1) & Policy (2) - 20/11/2023 - 31/10/2023

Submissions & Briefings - 22/11/2023

Understanding & Working with the Illegal Migration Act 2023 - 28/11/2023

A Guide to Strategic Thinking - 29/11/2023

How to Influence Whitehall & Westminster - 01/12/2023

Writing a Strategy - 05/12/2023

Essential Writing Skills For The Public Sector - 05/12/2023

Stakeholder Management for the Public Sector - 12/12/2023

The Government Exchange Team

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E-Mail: [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Phone: 020 3137 8632

If you do not wish to receive further information regarding GE events then please [click here](#)

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