



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

APR 11 1991

DENR Special Order
No. 309 :
Series of 1991

Subject: Authorizing Some DENR Personnel to Attend the Clerical/Secretarial Skills Training to be held at the DENR Training Center, starting April 15, 1991

In the interest of the service and in keeping with the agency's continuing policy of upgrading the skills and capabilities of its personnel, in order to carry out their functions effectively and efficiently the following DENR personnel are hereby authorized to attend the Clerical/Secretarial Training, as schedule here under:

First Batch

April 15-19, 1991

1. Nelly Vallangca	-	HEA
2. Bernardita Sulla	-	- do -
3. Zenaida Opeña	-	Usec Tria Office
4. Marilyn Mendoza	-	Faspo
5. Rosario Cruz	-	Legal
6. Lida Senal	-	Public Affairs Office
7. Francis Ragos	-	Planning
8. Barbara Villarba	-	Mgt. Div.
9. Marita Marquez	-	Personnel Invest. Div.
10. Cresencia Pagayon	-	PDED
11. Mercy Reyes	-	Policy & Proj. Mgt.
12. Rosario Añonuevo	-	Record Div.
13. Jannette Bernardo	-	HRDS. Casual
14. Evelyn Canuela	-	MGB
15. Florencia Benozza	-	- do -
16. Mercidita Silang	-	PAWB
17. Charles Foronda	-	EMB
18. Raul Apique	-	- do -
19. Sofia Solacito	-	Region IV
20. Edna Esquillo	-	- do -
21. Prescilla Soriano	-	Office of Adm. Service
22. Ma Teresa Villaruel	-	Nat. Res. Mgt. Office
23. Cecilia Las	-	NPCO
24. Estela Sarmiento	-	FMB
25. Merlie Casigay	-	- do -
26. Marilyn Lucban	-	Office of Asec. San Juan

2nd Batch

April 22-26, 1991

1. Rey Adolfo	-	HEA
2. Salvacion Aguinaldo	-	- do -
3. Marites Tamayo	-	Usec Tria' office
4. Isabel Salas	-	Faspo
5. Nelia Juntanuelo	-	- do -
6. Gina Sanchez	-	Legal
7. Noemi Buganan	-	- do -
8. Arceli Espino	-	PAO
9. Cecilia Mendoza	-	Planning
10. Natividad Trofeo	-	Mgt Div.
11. Heidi Natural	-	- do -
12. Emily Panganiban	-	Personnel Invest. Div.
13. Estela Aguiles	-	PDED
14. Ari Batac	-	Policy Study Proj. Mgt.
15. Amephil Domingo	-	Nat. Res. Mgt.
16. Tito Abrera	-	Records Div.
17. Magdalena Villanueva	-	- do -
18. Salvador dela Cruz	-	MGB
19. Liberty Ruben	-	- do -
20. Liberacion Bautista	-	Nat. Res. Mgt.
21. Veronica Rey	-	FMB
22. Esmeralda de Claro	-	- do -
23. Nerissa Gavino	-	Faspo
24. Erlenda Yap	-	- do -
25. Yolanda Tatang	-	SCO

3rd Batch

April May 6-10, 1991

1. Raymund Villanueva	-	HEA
2. Maria Teresa Esinol	-	- do -
3. Arnold Suzara	-	Office of Usec Tria
4. Patricia Penacate	-	Faspo
5. Cristina Manalaysay	-	- do -
6. Susan Agas	-	Legal
7. Myrna Balatayo	-	- do -
8. Norma Dineros	-	Personnel Invest. Div.
9. Janet Moya	-	Litigation & Invest. Division
10. Rosalia Carando	-	Records Division
11. Olivia Berralona	-	- do -
12. Vicky Lee	-	Mgt. Division
13. Flor Bacuño	-	MGB
14. Emerita dela Cruz	-	- do -
15. Soledad Bustamante	-	EMB
16. Elvira Sanchez	-	- do -
17. Aida Guyo	-	Region IV

18. Emeliana Gamba	-	- do -
19. Marilou Tibor	-	Proj. Accts. Mgt. Div.
20. Marilyn Almarez	-	- do -
21. Susan Robosa	-	Nat. Res. Mgt Office
22. Melchor Taruc	-	- do -
23. Consuelo Cabillan	-	NPCO
24. Corazon Damasen	-	FMB
25. Engracia Cruz	-	- do -
26. Marita Jaca	-	SCO

4th Batch

May 20-24, 1991

1. Efren Reyes	-	HEA
2. Josefina Dimalanta	-	- do -
3. Ma. Luisa Gaerlan	-	Office of Usec Tria
4. Raymunda Agetano	-	Faspo
5. Arturo Samaniego	-	- do -
6. Alma Pellobello	-	Proj. Mgt. Div.
7. Ofelia Mendoza	-	- do -
8. Nena Mandarico	-	Legal
9. Estrella Lardizabal	-	- do -
10. Adelaida Cajipe	-	Personnel Invest. Div.
11. Adelaida Irasusta	-	- do -
12. Josefina Tejana	-	Record Div.
13. Estrella de Leon	-	- do -
14. Amilyn Dantes	-	HRDS
15. Willy Ulanday	-	- do -
16. Helen dela Cruz	-	MGB
17. Aida Auayan	-	- do -
18. Norma Pahayon	-	Region IV
19. Meliceta Capulong	-	- do -
20. Erlinda Mercado	-	EMB
21. Ofelia Villamor	-	Law Enforcement & Licensing Div.
22. Floradema Colorado	-	- do -
23. Virginia Pablo	-	FMB
24. Gloria Cabotic	-	- do -
25. Merly Tomiloso	-	Faspo
26. Bella Nillo	-	SCO

5th Batch

June 3-8, 1991

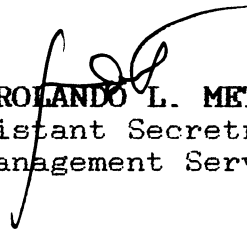
1. Vallente Villanueva	-	HEA
2. Estephen Obella	-	- do -
3. Corazon Robel	-	Claim & Conflect Div.
4. Luz Guillen	-	- do -

5.	Lolita Nimedez	-	Research & Legal/ Opinion Division
6.	Leni Garcia	-	- do -
7.	Rodrigo Cava	-	Proj. Accts. Mgt. Div.
8.	Leilani Dartiles	-	Faspo
9.	Rowena Rosales	-	Legal
10.	Flora Tangco	-	Records Div.
11.	Ely Viron	-	MGB
12.	Sylvia Abungan	-	- do -
13.	Jerric Viron	-	EMB
14.	Gloria Diaz	-	- do -
15.	Dolores Prudente	-	Litigation & Invest. Division
16.	Helen Vila	-	Region IV
17.	Elma Hornilla	-	- do -
18.	Gregorio Alexius Caayao	-	HRDS
19.	Grace Almero	-	Region IV
20.	Milwyda Oller	-	HRDS
21.	Emy Zapanta	-	FMB
22.	Vivien Galeon	-	- do -
23.	Adiles Gutlay	-	SCO
24.	Fortunata Rayoso	-	HRDS

The participants are required to bring their own lunch and snacks.

Their attendance shall be on official time on the date specified above.

This order takes effect immediately.


ROLANDO L. METIN
 Assistant Secretary for
 Management Services

CLERICAL SKILLS TRAINING
Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
DAY 1				
8:00-8:30 A.M.	Registration			Training Staff
8:30-9:00 A.M.	Opening Exercises		Program	Training Staff
9:00-10:00 A.M.	1. Overview of the Course - Rationale and Objectives - Course Requirement	To discuss the objective of the course and its importance to their job.	Briefing	Training Staff
	- Listing Expectations	List down their expectations from the course, co-participants and Training Staff,	Dialogic	-do-
	- Getting Acquainted	Get to know and become more familiar with each other	Group Dynamics Exercise	-do-
10:00-10:15 A.M.	B R E A K			
10:15-11:00 A.M.	Self Awareness a) Self Esteem: how you evaluate your self affects your performance b) Strength and Weaknesses c) Values and attitudes	Gain deeper understanding of one self thru given excercises. To list down one's strengths and weaknesses To explain moral values and proper attitudes that will guide them to the right path while executing their duties and responsibilities	SIE	Ms. Gates

CLERICAL SKILLS TRAINING
Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
11:00-12:00 A.M.	Human Relations	Develop the ability of how to get along with ability others. Identify and explain the factors affecting good human relations.	Lecture/ Discussion	Ms. Gates
12:00 -1:00 P.M.	Lunch Break			
1:00-2:00 P.M.	Cont of human relation	- do -	- do -	- do-
2:00-5:00 P.M.	Effective Communication		Lecture / Discussion Exercise	Ms. Ricafort
DAY 2	Rumors Clinic-ing	Observed deletions, subtractions and in the communication process of the exercises just given	Group Dynamics/ Exercise	
6:00-8:15 A.M.	Unfreezing Session	Prepare themselves to be active and participative during the day's session	Group Dynamics	Training Staff
8:15-9:15 A.M.	Office Relation	Identify and discuss the importance of their functions in organization	Lecture/Discussion	Ms. Pido
	a) The vital role of the Secretary/Clerk in the organization b) Developing Teamwork c) Boss/Secretary	Explain the principles and dynamics team work.		

CLERICAL SKILLS TRAINING
Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
10:00-10:15 A.M.	B R E A K			- do -
10:15-12:00 A.M.	The Model Clerk/Secretary	Enumerate and discuss the characteristics and traits of a model clerk/secretary	Workshop / Brainstorming/ Film Showing Role Play	- do -
12:00-1:00 P.M.	L U N C H B R E A K			
1:00-3:00 P.M.	3. Office Decorum - Desirable Attitude of a Government Employee	Explain desirable work attitude and behavior expected of a government employee Discuss Executive Order 1637 (Code of Ethics)	Lecture/Discussion,	Ms. Bautista
3:00-3:15 P.M.	B R E A K S			- do -
3:15-5:00 P.M.	Telephone Etiquette	Observe telephone courtesy to callers	Lecture/Discussion, Role Play	- do -
DAY 3				
8:00-8:15 A.M.	Unfreezing Session	Prepare themselves to actively participate during the day's session	Group Dynamics Exercise	Training Staff
8:15-10:00 A.M.	Records Management - Creation, Maintenance and Disposition of records	Handle records systematically	Lecture/ Discussion	Ms. de Castro/ Mr. Abarquez

CLERICAL SKILLS TRAINING
Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
10:00-10:15 A.M.	B R K A K			
10:15-12:00 A.M.	Resume	-do-	-do-	
12:00-1:00 P.M.	Lunch Break			
1:00-3:00 P.M.	4. Clerical Skills Development A. Review in English Grammar and correct Usage			Ms. Siapno
3:00-3:15 P.M.	a. Parts of Speech B R K A K	Recall the different parts of speech and their functions	Lecture Discussion/ Drills	
3:15-5:00 P.M.	b. Nouns and Pronouns - Case, gender	Know the uses of Proper and common nouns and able to conjugate pronouns according to case, gender, and number	-do-	-do-
DAY 4				
8:00-8:15 A.M.	Unfreezing Session	Prepare themselves to actively participate during the day's session	Group Dynamics Exercise	- do -
8:15-10:00 A.M.	Verbs - Tense, Voice and Moods	Explain the simple and perfect tenses, active passive and moods of verb	Lecture/ Discussion	- do -

CLERICAL SKILLS TRAINING

Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
10:00-10:15 A.M.	B R E A K			
10:15-12:00 Noon	c. The Sentence - Kinds - Agreement of Subject and predicate	Distinguish subject from predicate and learn rules for their agreements	- do -	Ms. Ricafort
12:00-1:00P.M.	Lunch Break			
1:00-3:00 P.M.	b. Word Study - Proper Choice of words - Words Commonly Confused - Synonyms	Choose the right words in communicating	-do-	- do -
3:00-3:15 P.M.	B R E A K			
3:15-5:00 P.M.	- Words Commonly Misspelled - Rules in Spelling - Syllabication - Abbreviation and Footnotes	Recite the different rules in spelling, syllabication, abrevation and footnoting.	- do -	Ms. Ricafort

CLERICAL SKILLS TRAINING

Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
DAY 5 8:00-8:15 A.M.	c. Types and Formats of a written Communication - Letter Form - Indorsement Form - Memorandum Form	Learn the different format of a written communication and to know when to use them.	Lecture/ Discussion/ Exercise	Mr. Pangillinan
10:00-10:15 A.M.	B R K A K			
10:00-12:00 A.M.	d. Works Systems Improvement - Time management - Work Simplification	Prepare a work schedule Prioritize work assignment Discuss different methods or systems to simplify work performance	Lecture/ Discussion	- do -
12:00-1:00 P.M.	- Care And Maintenance of the typewriter/computer Lunch Break	Enumerate the steps in the care and maintenance of typewriter and computer Discuss the importance of the having the typewriter/computer always ready to use.	Demonstration/ Lecture Discussion	- do -

CLERICAL SKILLS TRAINING
Course Syllabus

DAY/TIME	TOPIC/ACTIVITY	PERFORMANCE STANDARD By the end of the session participants shall be able to :	METHODOLOGY	RESOURCE SPEAKER/ FACILITATOR
11:30-3:00 P.M.	Upgrading Typing Skills	Describe the mechanics in typing. Type 60 words per-minute.	Lecture/ Exercise	Ms. Enriquez
13:00-3:30 P.M.	Post - Test	Answer at least 75% of the questions.	written questionnaire	Training Staff
13:30-3:45 P.M.	Checking of Expectations	Check whether expectations were realized or not.		Training Staff
13:45-4:00 P.M.	Program Evaluation	Evaluate the effectiveness of the program just conducted.		
14:00-5:00 P.M.	Closing Exercises		Program	

APPROVED

Recommending Approval

Original Signed
ROLANDO L. METIN
Assistant Secretary for
Management Services

Original Signed
CRISTINA R. GATBS
Officer-In-Charge
Human Resource Development
Service