



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

May 19, 2021

DIVISION MEMORANDUM

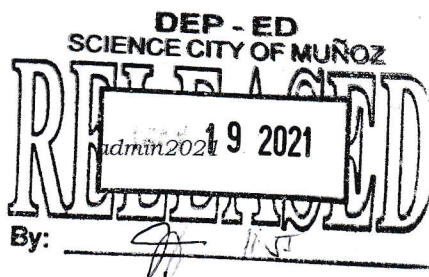
No. 174 s. 2021

WEBINAR ON THE BASICS OF TECHNICAL WRITING

To: **ALL CONCERNED**

1. The Division of Science City of Muñoz will be conducting a Webinar on the Basics of Technical Writing on **May 21, 2021, 9:00 a.m. to 2:00 p.m.** via MS Teams platform.
2. This seminar aims to:
 - a. Instill to all the participants the basic principles of technical writing;
 - b. Embody the importance of how to construct a letter within the context of clarity, brevity and conciseness.
 - c. Practice and execute all the necessary learnings after the training.
3. The participants to the said webinar will be the Chiefs and Heads of Divisions, Sections and Units and all OSDS support staff.
4. Immediate dissemination of this memorandum is earnestly desired.

DANTE G. PARUNGAO, CESO VI
OIC- Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15