



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

20 APR 2023

DIVISION MEMORANDUM  
No. 280 s. 2023

**ESSENTIAL WRITING SKILLS WORKSHOP FOR CIVIL SERVANTS**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/DICs/Dist. Caretakers  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a communication from Neeyati Coobershing, Event Coordinator, International Centre for Parliamentary Studies, inviting participants for their virtual **Essential Writing Skills Workshop for Civil Servants on April 26, 2023**.
2. For details, please refer to the attached communication.
3. For the information and guidance of all interested participants.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

4/20/23

SPP/MKP-JMA-NLR/SGOD/RAA  
4/20/2023





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DepEd Negros Oriental &lt;negros.oriental@deped.gov.ph&gt;

## Essential Writing Skills Workshop for Civil Servants

1 message

**Neeyati Cooberhising** <neeyatic@parlistudies.org>

Wed, Apr 12, 2023 at 1:11 AM

To: "negros.oriental@deped.gov.ph" <negros.oriental@deped.gov.ph>

Dear Senen,

**Government Exchange/ICPS** would like to invite you and your colleagues to our **Essential Writing Skills Workshop for Civil Servants** which will be held on **26th April 2023 (Virtual Learning)**. Below you will find the details of the course:

### Overview

Working in the public sector requires you to write for a diverse range of people, both internal and external stakeholders. The objective of this course is to understand and practise all the key skills for successful written communication in the Civil Service and beyond.

### Learning Outcomes

By the end of the course the delegates will be able to:

- Learn and practise some useful structural frameworks for writing persuasive English
- Learn and practise how to structure a proposal or argument most effectively
- Understand the importance of clarity, plain English, how to avoid jargon and how to be helpful in your writing, and apply it in practice sessions
- Understand and practise the key principles of how to summarise



The Institute of Management and Leadership (TILM) has approved this course. TILM combines years of research, knowledge and innovation to champion the leadership agenda for all and since 1947 they have carried out extensive research into the knowledge, skills, attitudes, behaviours and values of great leadership. Based on TILM's core leadership values, this course meets the standard that enables learners who have completed to access the following benefits:

- Membership of TILM and will receipt of an ICPS/ TILM joint Certificate of achievement for the course
- Access to a raft of resources to help you with your continuing professional development, including an award-winning library of e-learning content
- A community of over 30,000 members worldwide enabling you to collaborate and grow your knowledge and skills
- Receipt of weekly news updates, podcasts and cutting-edge research and a monthly published journal and invitations to topical webinars
- Authorisation to use approved letters AMInstLM (Associate Member of The Institute of Leadership and Management) after your name for business correspondence

### Government Exchange Trainers:



All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Each trainer that works with us also has 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 course subject matter.

Virtual Learning can be undertaken in the office and at home "Live" and delivered by our expert trainers from a remote location. This means that rather than attending a physical venue in London, your course is being delivered virtually to your computer

**Fees:**

**This workshop is for a group of five learners for £ 2500.**

If you or your colleagues would like to attend this webinar, please fill in your details in the attached registration form and send it back to me; I will confirm your place(s) and drop you an email with all the details shortly.

**Upcoming Courses (GE)**

How to Influence Whitehall and Westminster	11th April 2023
Stakeholder Management For The Public Sector	21st April 2023
Writing a Strategy	25th April 2023
Essential Writing Skills Workshop for Civil Servants	26th April 2023
Submissions & Briefings	4th May 2023
Presentation Skills For The Public Sector	11th May 2023
How to Influence Whitehall and Westminster	7th June 2023

**Upcoming courses ICPS:**

April

Policy Implementation Masterclass (two days)

12th - 13th April 2023

Policy Implementation & Evaluation Masterclass (three days)

12th - 14th April 2023

Policy Evaluation Masterclass (one day)

14th April 2023

Two Days Policy Behavioural Insights Masterclass

17th - 18th April 2023

Professional Certificate in Tackling Human Trafficking

17th - 19th April 2023

Professional Certificate in Anti-Money Laundering and Countering the Financing of Terrorism

17th - 20th April 2023

Professional Certificate in Disaster Risk Reduction

17th - 19th April 2023

Professional Certificate in Strategic Economic Diplomacy

24th - 26th April 2023

May

Professional Certificate in Electoral Conflict Resolution

2nd - 4th May 2023

Professional Certificate in Strategic Education Planning

3rd - 5th May 2023

Professional Certificate in Public Financial Management

3rd - 5th May 2023

Individual Resilience and Wellbeing

15th - 16th May 2023

Professional Certificate in Strategic Gender and Development Planning

22nd - 25th May 2023

Professional Certificate in Strategic Procurement Planning

22nd - 24th May 2023

Professional Certificate in Anti-Corruption

22nd - 24th May 2023

Professional Certificate in Leadership and Management

22nd - 25th May 2023

Professional Certificate in Strategic Migration Management

29th - 31st May 2023

Professional Certificate in Economic Development

31st May - 2nd June 2023

June

Two Days Strategic Policy Futures Thinking Masterclass

1st - 2nd June 2023

Professional Certificate in Human Resources

5th - 8th June 2023

Professional Certificate in Strategic Education Planning

5th - 7th June 2023

Professional Certificate in Strategic Public Administration

12th - 14th June 2023

Organisational Resilience and Recovery

12th - 13th June 2023

Professional Certificate in Strategic Food Security Planning

14th - 16th June 2023

Professional Certificate in International Regulatory Affairs

19th - 21st June 2023

Professional Certificate in Parliamentary Affairs

21st - 23rd June 2023

Professional Certificate in Conflict Management, Transformation and Peacebuilding

27th - 29th June 2023

July

Professional Certificate in Energy Security

3rd - 5th July 2023

Green Finance Masterclass

10th - 11th July 2023



Professional Certificate in Strategic Change Management

17th - 20th July 2023

Professional Certificate in International Security

17th - 19th July 2023

September

Professional Certificate in Strategic Policy Planning

4th - 6th September 2023

Professional Certificate in Project and Programme Management

18th - 20th September 2023

October

Professional Certificate in Investment and International Trade

2nd - 6th October 2023

Professional Certificate in Countering Terrorism and Violent Extremism

23rd - 25th October 2023

November

Professional Certificate in Dealing with Cyber Influence Activities during Elections by External Actors

13th - 16th November 2023

**In case if you are interested in any of the above courses, please feel free to send me an email so I can forward to you the registration form.**

I look forward to hearing from you and hope that you will be available to join us. I remain available should you have any question.

Kind regards,

Neeyati Cooberhising

*Event Coordinator*

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**Note: We are the Managed services of ICPS (International centre for parliamentary studies) and PPE (Public policy exchange)**

