



MEMORANDUM

Order No. 022
Series of 2018

CERTIFIED COPY

TO : ALL HEADS OF DEPARTMENTS, OFFICES AND BUREAUS
Autonomous Region in Muslim Mindanao

SUBJECT : ATTENDANCE TO THE TECHNICAL WRITING AND COMPLETED
STAFF WORK (CSW) TRAINING

DATE : January 12, 2018

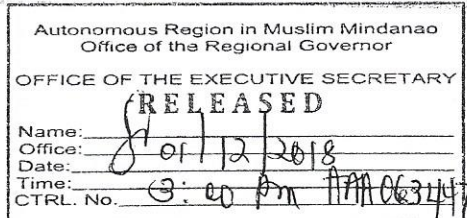
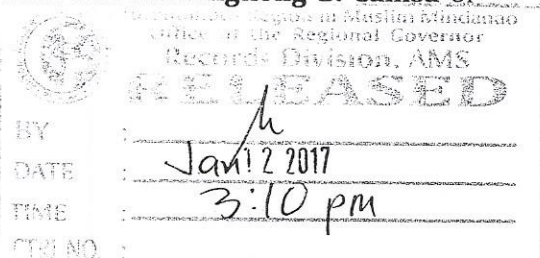


1. As part of human capacity development program of the Autonomous Regional Government, the Office of the Regional Governor (ARMM-ORG) through the Regional Planning and Development Office (ARMM-RPDO) will hold a Technical Writing and Completed Staff Work (CSW) Training on January 22-23, 2018. The venue will be at Kutawato Function Hall, Em Manor Convention Center, Cotabato City.
2. The training aims to: a) Understand the importance of Completed Staff Work; b) Define technical writing and its various applications; c) Evaluate effective technical writing in terms of clarity, conciseness, accessibility, accuracy, and audience awareness; d) Practice writing more effective technical and professional documents; and e) Recommend enhancements to the draft RPDO Style Guide.
3. With this, you are encouraged to send one (1) staff only who will join the ARMM-RPDO staff in this training.
4. For confirmation of attendance and inquiry, you may contact **Ms. Baikongkong B. Camsa** of ARMM-RPDO at telephone number (064) 421-7614.
5. For **STRICT COMPLIANCE**.

BY AUTHORITY OF THE REGIONAL GOVERNOR
MUJIV S. HATAMAN:

ATTY. LAISA MASUHUD-ALAMIA, CESO
Executive Secretary

ORG-ARMM RD-AMS
AAA063447



"Matuwid na Pamamahala Tungo sa ARMM na Masagana't Mapayapa"