



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 29, 2024

REGIONAL MEMORANDUM

No. **1015** s. 2024

**CAPACITY BUILDING ON ADVANCED ICT TRAINING IN
MICROSOFT EXCEL FOR OFFICE PERSONNEL**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In coordination with the Human Resource Development Division, the Department of Education is pleased to announce the conduct of a Capacity Building on Advanced ICT Training in Microsoft Excel for Office Personnel. This training is scheduled to take place from October 09 to 11, 2024.
2. This initiative aims to elevate the ICT skills of office personnel by focusing on advanced Microsoft Excel techniques, ultimately enhancing efficiency and productivity in their respective roles.
3. In relation to this, the participants identified per SDOs/RO, as detailed in the table below, are required to preregister using the provided link at <https://tinyurl.com/27cv4za4>. Additional information regarding the venue will be shared in forthcoming communications.

Office/Participants	No. of Participants
Schools Division Offices	52 (4 pax per SDO)
OARD and ORD	2
Curriculum and Learning Management Division	1
Education Support Services Division	1
Field Technical Assistance Division	1
Quality Assurance Division	1
Policy, Planning, And Research Division	1
Human Resource Development Division	2
Administrative Services Division	2
Finance Division	1
Resource Persons	2
Program Management Team	4
Total	70

4. The expenses for meals, venue rental, and other related expenditures shall be charged against the FY 2024 Organizational and Professional Development for Non-Teaching Personnel Program Support Funds (OPDNT-PSF). Meanwhile, the travel expenses and per diem of the participants shall be charged against their respective local funds, subject to the existing accounting and auditing rules and regulations.



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5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director *h*

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING OFFICE PERSONNEL

HRRD-TJCP

