

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 (OPDNTP-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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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

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

EVELYN R. FETALVERO CESO IV

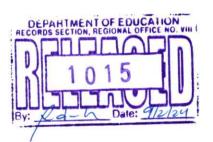
Regional Director

Enclosures: None References: None

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

CAPACITY BUILDING OFFICE PERSONNEL

HRRD-TJCP





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