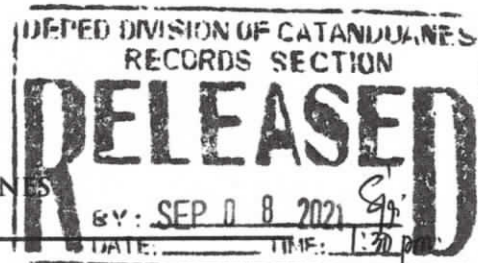




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
SAN ROQUE, VIRAC, CATANDUANES



September 09, 2021

MEMORANDUM

OSDS-SGOD-UM-9-09-2021/AGT

**CAPACITY BUILDING FOR PLANNING OFFICERS, PLANNING AND RESEARCH SECTION STAFF, AND SCHOOL LIS COORDINATORS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors/In-Charge of Districts  
Public and Private Secondary and Elementary School Heads  
Planning Officer III  
Planning and Research Section Staff  
School LIS Coordinators

1. In connection with the Unnumbered Regional Memorandum dated August 24, 2021, DepEd RO V, through the PPRD, will conduct MS Excel Skills Enhancement for Planning Officers, Planning and Research Section Staff, and Selected School LIS Coordinators on **September 21-23, 2021** via online platform.
2. This capacity building aims for the participants to: a) familiarize with the different components of an MS Excel workbook and its software functionalities; b) create simple database that can record, validate, tabulate, and chart data sets using MS Excel; and c) demonstrate skills needed in managing database using MS Excel.
3. The expected participants are Planning Officers, Planning and Research Section Staff, and School LIS Coordinators. The link for the registration and online platform will be sent two days before the training.
4. Expenses relative to the participation to this activity shall be charged to the School MOOE subject to the existing budgeting, accounting, and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**SUSAN S. COLLANO**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl:

References:

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

agt/UM Capacity Building for Planning Officers, Planning and Research Section Staff, and School Lis Coordinators/September 09, 2021



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