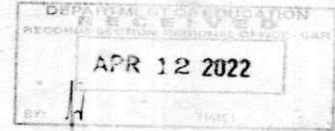




Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0422-0066
MEMORANDUM
 6 April 2022



For: Regional Directors
BARMM MBHTE Minister
Schools Division Superintendents
Regional and Division DRRM Coordinators

Subject: CAPACITY BUILDING ON MS EXCEL FOR REGIONAL AND DIVISION DRRM COORDINATORS

Under the leadership of the Office of the Undersecretary for Administration (OUA), the Disaster Risk Reduction and Management Service (DRRMS) has been providing capacity building for Regional and Division DRRM coordinators since 2017.

As we continue to equip them with necessary skills, DRRMS, in collaboration with the Information and Communications Technology Service (ICTS), will conduct a series of **Capacity Building on MS Excel from 19 April to June 2022**. The training will be conducted **online** via **MS Teams**. The meeting link will be emailed after the registration.

Based on the DRRMS Mid-Year Climate Check conducted last year, MS Excel for tracking, monitoring, and evaluation of data has been identified as one of the most important software for coordinators. In support of this, DRRMS administered an MS Excel Assessment survey to determine their levels of competency.

Participants in this activity will -

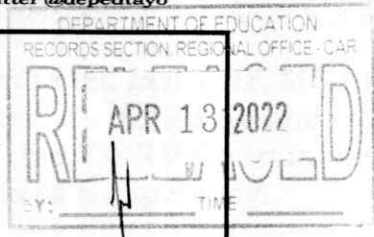
- a. be equipped with MS Excel skills;
- b. improve their proficiency in using MS Excel; and
- c. apply the acquired MS Excel skills in tracking, monitoring and evaluation of Programs, Projects and Activities.

The training is divided into three levels - Beginner, Intermediate and Advanced. All Regional and Division DRRM Coordinators are encouraged to join.



Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))
 Department of Education, Central Office, Meralco Avenue, Pasig City
 Rm 519, Mabini Bldg, Mobile: +639260320762; Tel: +6326337203, +6326376207
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region



April 13, 2022

To : Schools Division Superintendents
 All Division

For information, guidance and appropriate action.

ESTELA P. LEON-CARIÑO, EdD, CESO III
 Director IV/Regional Director

For the Regional Director:

FLORANTE E. VERGARA
 Assistant Regional Director

In preparation for the activities, participants are advised to:

1. Register through this form to secure your slot on your preferred schedule: <https://bit.ly/ExcelCapB>

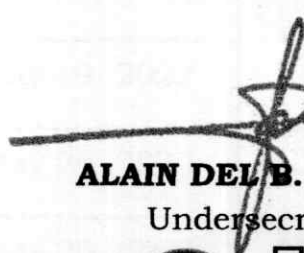
Please refer to *Annex 1: Capacity Building on MS Excel for Regional and Division DRRM Coordinators Topics and Schedule* and *Annex 2: Capacity Building on MS Excel for Regional and Division DRRM Coordinators Indicative Program*.

2. Ensure the accessibility of MS Teams accounts. If not yet registered, please contact the Regional Information Technology Officer (RITO) or Division Information Technology Officer (DITO).
3. Get a strong internet connection.

The discussion and takeaways from these workshops will be useful in monitoring, analyzing and evaluating data related to DRRM work. Thus, all Regional and Division DRRM coordinators must attend the training and comply with the activities. Participants will not receive a **Certificate of Completion** unless they have finished the whole training and completed all the learning exercises. If the participant is able to attend but will not be able to comply with the requirements, they will only receive a **Certificate of Attendance**.

For more information, please contact **Joan Llamado** or **Loen Vinuya**, Disaster Risk Reduction and Management Service, Ground Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo+swd@deped.gov.ph or at telephone number (02) 8637-4933.

For your immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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To authenticate this document,
please scan the QR Code.



ANNEX 1. CAPACITY BUILDING ON MS EXCEL FOR REGIONAL AND DIVISION DRRM COORDINATORS TOPICS AND SCHEDULE

Level	Class	Date	Time
Beginner <ul style="list-style-type: none"> ● Excel Ribbon Tabs ● Content Processing <ul style="list-style-type: none"> ○ Copying/ Pasting ○ Formatting ○ Layout ○ Inserting Calls ○ Styles ● Basic Functions <ul style="list-style-type: none"> ○ Formulas ○ AutoSum ○ Average, Max, Min ○ Count ○ Charts 	1	April 19, 2022	8:00 AM - 12:00 PM
	2	April 19, 2022	1:00 PM - 5:00 PM
	3	April 21, 2022	8:00 AM - 12:00 PM
	4	April 21, 2022	1:00 PM - 5:00 PM
	5	April 28, 2022	8:00 AM - 12:00 PM
	6	April 28, 2022	1:00 PM - 5:00 PM
Intermediate <ul style="list-style-type: none"> ● Function Wizard ● Data Tools ● Math ● Intermediate Functions <ul style="list-style-type: none"> ○ Text ○ Date ○ Lookup 	1	May 3, 2022	8:00 AM - 12:00 PM
	2	May 3, 2022	1:00 PM - 5:00 PM
	3	May 5, 2022	8:00 AM - 12:00 PM
	4	May 5, 2022	1:00 PM - 5:00 PM
	5	May 19, 2022	8:00 AM - 12:00 PM
	6	May 19, 2022	1:00 PM - 5:00 PM
Advanced <ul style="list-style-type: none"> ● Connect to External Data Sources ● Consolidate ● Filters ● Forecast ● Pivot Table 	1	May 26, 2022	8:00 AM - 12:00 PM
	2	May 26, 2022	1:00 PM - 5:00 PM
	3	May 31, 2022	8:00 AM - 12:00 PM
	4	May 31, 2022	1:00 PM - 5:00 PM
	5	June 2, 2022	8:00 AM - 12:00 PM
	6	June 2, 2022	1:00 PM - 5:00 PM



ANNEX 2. CAPACITY BUILDING ON MS EXCEL FOR REGIONAL AND DIVISION DRRM COORDINATORS INDICATIVE PROGRAM

Excel for Beginners

Morning Session

Time	Activity	In-charge
8:00 AM – 8:14	Preliminaries	DRRMS-SWD
8: 15 – 9:00	Excel for Beginners Lecture: Excel Ribbon Tabs	ICTS
9:01 – 9:46	Excel for Beginners Lecture: Content Processing	ICTS
9:47 – 9:57	Health Break	
9:58 – 10:58	Excel for Beginners Lecture: Basic Functions	ICTS
10: 59 – 11:04	Health Break	
11:05 – 11:50	Excel for Beginners Lecture: Charts	ICTS
11:51 – 11:55	Homework	ICTS
11:56 – 12:00 PM	Closing	DRRMS-SWD

Afternoon Session

Time	Activity	In-charge
1:00 PM – 1:14	Preliminaries	DRRMS-SWD
1: 15 – 2:00	Excel for Beginners Lecture: Excel Ribbon Tabs	ICTS
2:01 – 2:46	Excel for Beginners Lecture: Content Processing	ICTS
2:47 – 2:57	Health Break	
2:58 – 3:58	Excel for Beginners Lecture: Basic Functions	ICTS
3: 59 – 4:04	Health Break	
4:05 – 4:50	Excel for Beginners Lecture: Charts	ICTS
4:51 – 4:55	Homework	ICTS
4:56 – 5:00 PM	Closing	DRRMS-SWD



Excel - Intermediate

Morning Session

Time	Activity	In-charge
8:00 AM - 8:14	Preliminaries	DRRMS-SWD
8:15 - 8:45	MS Teams	ICTS
8:46 - 9:16	One Drive	ICTS
9:17 - 9:27	Health Break	
9:28 - 10:28	Excel Intermediate Lecture: Function Wizards	ICTS
10:29 - 10:39	Health Break	
10:40 - 11:40	Excel Intermediate Lecture: Data Tools	ICTS
11:41 - 11:55	Homework	ICTS
11:56 - 12:00 PM	Closing	DRRMS-SWD

Afternoon Session

Time	Activity	In-charge
1:00 - 1:14	Preliminaries	DRRMS-SWD
1: 15 - 2:00	MS Teams	ICTS
2:01 - 2:46	One Drive	ICTS
2:47 - 2:57	Health Break	
2:58 - 3:58	Excel Intermediate Lecture: Function Wizards	ICTS
3: 59 - 4:04	Health Break	
4:05 - 4:50	Excel Intermediate Lecture: Data Tools	ICTS
4:51 - 4:55	Homework	ICTS
4:56 - 5:00 PM	Closing	DRRMS-SWD



Excel - Advanced

Morning Session

Time	Activity	In-charge
8:00 AM – 8:14	Preliminaries	DRRMS-SWD
8:15 – 8:45	Sharepoint	ICTS
8:46 – 9:16	Forms	ICTS
9:17 – 9:27	Health Break	
9:28 – 10:28	Excel Advanced Lecture: Pivot Table	ICTS
10:29 – 10:39	Health Break	
10:40 – 11:40	Excel Advanced Lecture: Connect to External Data Source, Consolidate, Filters, and Forecast	ICTS
11:41 – 11:55	Homework	ICTS
11:56 – 12:00 PM	Closing	DRRMS-SWD

Afternoon Session

Time	Activity	In-charge
1:00 – 1:14	Preliminaries	DRRMS-SWD
1: 15 – 2:00	Sharepoint	ICTS
2:01 – 2:46	Forms	ICTS
2:47 – 2:57	Health Break	
2:58 – 3:58	Excel Advanced Lecture: Pivot Table	ICTS
3: 59 – 4:04	Health Break	
4:05 – 4:50	Excel Advanced Lecture: Connect to External Data Source, Consolidate, Filters, and Forecast	ICTS
4:51 – 4:55	Homework	ICTS
4:56 – 5:00 PM	Closing	DRRMS-SWD

