



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 208, s. 2022

April 12, 2022

**CAPACITY BUILDING IN MS EXCEL FOR REGIONAL AND DIVISION DRRM
COORDINATORS**

To: Division DRRM Coordinator

1. In reference to OUA MEMORANDUM 00-0422-0066 dated April 06, 2022, you are hereby directed to participate in the **“Capacity Building on MS Excel”** from **April 28, to May 19 & 31, 2022**.
2. The training will be conducted **online** via **MS Teams**. The meeting link will be emailed after the registration.
3. This activity intends to:
 - a. To be equipped with MS Excel skills;
 - b. To improve proficiency in using MS Excel: and
 - c. To apply the acquired MS Excel skills in tracking, monitoring and evaluation of Programs, Projects and Activities.
4. In preparation for the activities, participant is advised to:
 - a. Register through this form to secure your slot on your preferred schedule:
<https://bit.ly/ExcelCapB>
 - b. Ensure the accessibility of MS Teams accounts. If not yet registered, please contact the Regional Information Technology Officer (DITO).
 - c. Get a strong internet connection.



5. 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.
6. For information and compliance.



CRISTY C. EPE

Schools Division Superintendent

