



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 028

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
Private School Administrators  
Private School Teachers

Subject : **INFORMATION FROM THE PHILIPPINE RESEARCH AND TRAINING INSTITUTE**

Date : January 27, 2023

This is in reference to Regional Memorandum HRDD-2023-015 dated January 26, 2023 signed by Maria Ines C. Asuncion, Director III, Office of the Assistant Regional Director, re: Information form the Philippine Research and Training Institute.

Teachers' attendance on various 2023 PSRTI Regular Face-to-Face Training Course Offerings as per schedule by the provider is voluntary in nature. Thus, no government funds shall be utilized for this purpose.

All other details of the said activity are found in the enclosures.

For the information and dissemination.

**CRISTY C. EPE**

Schools Division Superintendent

*1/27/23*

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: JAN 30 2023 TIME: 9:50pm

BY: [Signature]

Enclosed: As stated  
SGOD/rbd





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

HRDD-2023-015

To : Assistant Regional Director  
All Schools Division Superintendents

Subject: INFORMATION FROM THE PHILIPPINE STATISTICAL  
RESEARCH AND TRAINING INSTITUTE

Date : January 26, 2023

DepEd Schools Division of Digos  
RECORDS SECTION  
RECEIVED  
26 JAN 2023  
BY: [Signature]  
TIME: 3:44  
96986

The Philippine Statistical Research and Training Institute is offering a variety of online and face-to-face statistical training courses for 2023. All the other details are found in the enclosures.

Corollary to this, please be reminded that the participation of the Supervisors, School Leaders, and Teachers to the said training courses is voluntary in nature, and adherence to DO 030 s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund shall be observed. Subsequently, the compliance to DO 9, s. 2005 on Instituting measures to increase engaged Time-on-Task is hereby directed.

It is further informed, that this memorandum is not issued for endorsement but for the information of the Schools Division Offices and schools only.

Immediate dissemination on this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As Stated.

ROHI/nrb

By the Authority of the Regional Director

**MARIA INES C. ASUNCION**  
Director III  
Office of the Assistant Regional Director

RELEASED  
BY: [Signature]  
Date: 1-26-23 TIME: 1:44 PM





TDGA-01112023-011  
 11 January 2023

Dear Sir/Madam:

Warmest greetings!

The new year always brings a positive note to our agency as we commit ourselves to valued clients and stakeholders in the Philippine Statistical System such as your office.

This 2023, we are again offering a variety of online and face-to-face statistical training courses, all of which are primarily aimed to capacitate government employees in appreciating and understanding the value of statistics in the data-driven decision and policy-making endeavors.

The Regular Training Courses (RTC) will enable participants to comprehend basic statistical analysis applicable to everyday situations. On the other hand, our Customized Training Courses (CTC) use client-agency data incorporated in the lecture notes and workshop sessions, with selected topics fitted to the capability needs of pre-selected participants.

The online courses will be conducted via Zoom®, a video-conferencing application. Face-to-face training courses will be held at our new office address on the 15<sup>th</sup> and 16<sup>th</sup> Floors, The Upper Class Tower, Quezon Avenue cor. Scout Reyes St., Brgy. Pailiglahan, Quezon City.

Registration for regular training courses is on a first-come, first-served policy. Training courses may be canceled if the minimum number of 15 participants per course is not met. The registration fees per person and type of training are as follows:

Type of Participant	RTC Registration Fee (per training course)		
	Virtual	Face-to-Face <sup>2</sup>	
		4 days	5 days
• Employed in government agencies/offices • Students	Php 6,000	Php 10,500	Php 12,500
• Employed in private agencies/offices • Private Individual	Php 14,340	Php 14,740	Php 16,740
• International participants/agencies/offices	USD 822	USD 872	

<sup>1</sup> PSRTI continues to subsidize more than 50% of its registration fees to government agencies  
<sup>2</sup> Face-to-face training fees include training kit, packed meals (AM & PM snacks and lunch), USB flash drive with lecture materials, rent for the training room and laptops to be used for the duration of the training course.  
**NOTE:** For customized training courses, costs will be determined after a series of meetings and consultations with requesting agencies.

Payments made to the PSRTI are not subject to withholding tax as per REVENUE REGULATIONS 04-88 Section a "...Withholding tax shall not apply on money payments to government agencies ... received in the exercise of its functions." Original, physical copies of the Official Receipt of payment are released upon request, via pick-up on-site at the PSRTI Training Division, or delivered via courier with shipping fees shouldered by the requesting participant.

Payment details, schedule, and further information regarding the regular training courses (virtual and face-to-face) are attached for your easy reference. Meanwhile, requests for customized courses can be directly addressed to Ms. Maria Praxedes R. Peña, Chief Statistical Specialist, Training Division, through her email: pinky.pena@psrti.gov.ph, copy furnished Mr. Stephen Randolph P. Trinidad, Planning Officer II, Office of the Executive Director, through his email: stephen.trinidad@psrti.gov.ph.



You may visit our official web page <http://psrti.gov.ph> for more information. You may also send your inquiry either through electronic mail to [fay.ignacio@psrti.gov.ph](mailto:fay.ignacio@psrti.gov.ph) and [zedric.ganan@psrti.gov.ph](mailto:zedric.ganan@psrti.gov.ph) or our landlines (+632) 8-929-7543 and (+632) 8-288-4150.

We look forward to seeing you in one of our training courses.

Thank you.

Very truly yours,



JOSEFINA V. ALMEDA, PhD  
Executive Director III



### 2023 PSRTI Regular Face-to-Face Training Course Offerings

No.	RTC No.	Date	Course Code	Training Course
1	RTC-1C	April 25 – 28	SW 1	Microsoft Excel for Database Management
2	RTC-2C	May 9 – 12	BS 1	Basic Statistics 1: Descriptive Statistics <sup>1</sup>
3	RTC-3C	May 23 – 26	SW 6	Data Visualization Using Infographics <sup>1</sup>
4	RTC-4C	June 19 – 23	TWP 1	Technical Writing Course on Statistical Reports <sup>2</sup>
5	RTC-5C	July 10 – 14	TWP 2	Effective Presentation Skills and Techniques <sup>2</sup>
6	RTC-1D	August 8 – 11	SW 1	Microsoft Excel for Database Management
7	RTC-2D	August 22 – 25	BS 1	Basic Statistics 1: Descriptive Statistics <sup>1</sup>
8	RTC-3D	September 5 – 8	SW 6	Data Visualization Using Infographics <sup>1</sup>
9	RTC-4D	October 2 – 6	TWP 1	Technical Writing Course on Statistical Reports <sup>2</sup>
10	RTC-5D	October 9 – 13	TWP 2	Effective Presentation Skills and Techniques <sup>2</sup>

<sup>1</sup> Microsoft Excel® for Data Management (SW1) is a prerequisite to this course.

<sup>2</sup> Microsoft Excel® for Data Management (SW 1) and Basic Statistics 1: Descriptive Statistics (BS1) are the recommended prerequisites to this course.

Note:

- Regular Face-to-Face Training Courses will be conducted at the PSRTI premises. Participants who will register for these training courses should be fully vaccinated and boosted and shall submit a scanned copy of their vaccination IDs at least one (1) week before the date of the training course. Participants must present any of their government-issued IDs and vaccination IDs upon entry into the PSRTI premises.
- For the course description and outline, you may access the link: <https://psrti.gov.ph/home/training/>

Type of Participant	2023 Registration Fees	
	4 days	5 days
<ul style="list-style-type: none"> <li>Employed in government agencies/offices</li> <li>Students</li> </ul>	Php 10,500 per person	Php 12,500 per person
<ul style="list-style-type: none"> <li>Employed in private agencies/offices</li> <li>Private individuals</li> </ul>	Php 14,740 per person	Php 16,740 per person
<ul style="list-style-type: none"> <li>International participants/agencies/offices</li> </ul>	USD 880 per person	

Notes:

- Registered participants will be notified of any changes in the schedule.
- Full payment of training fees should be made to the PSRTI. The policy of **No Registration Payment, No Reservation** for each training course applies. A slot will only be considered available and reserved only upon full payment of training fees. **No partial or full refund will be made in case of partial attendance or non-attendance due to the fault of the participant. Further, payments made for a particular training cannot be applied to another training in case of non-attendance by the registered participant.** However, refund of training fees or transfer to another training is allowed if training cancellation is made by the PSRTI.
- Registration fee includes training kit, packed meals (AM & PM snacks and lunch), USB flash drive with lecture materials, and other incidental expenses.



4. Payment to the PSRTI is not subject to withholding tax per Revenue Regulations No. 04-88, Section 3a, to wit: "Withholding tax shall not apply on money payments to government agencies . . . received in the exercise of its functions."
5. Bank charges when paying by bank transfer should be to the account of the participant. The PSRTI's account details are as follows:

Account name : Philippine Statistical Research and Training Institute  
Account number : 0702-1004-96  
Name of Bank : Land Bank of the Philippines  
Branch : QC Circle Branch  
Bank Address : PCA Building, Commonwealth Ave., Quezon City



### 2023 PSRTI Regular Online Training Course Offerings

No.	RTC No.	Date	Course Code	Training Course
1	RTC-1A	April 11 – 14	SW 1	Microsoft Excel for Database Management
2	RTC-2A	May 2 – 5	BS 1	Basic Statistics 1: Descriptive Statistics <sup>1</sup>
3	RTC-3A	May 16 – 19	SW 6	Data Visualization Using Infographics <sup>1</sup>
4	RTC-4A	May 29 – June 2	TWP 1	Technical Writing Course on Statistical Reports <sup>2</sup>
5	RTC-5A	June 5 – 9	TWP 2	Effective Presentation Skills and Techniques <sup>2</sup>
6	RTC-1B	August 1 – 4	SW 1	Microsoft Excel for Database Management
7	RTC-2B	August 15 – 18	BS 1	Basic Statistics 1: Descriptive Statistics <sup>1</sup>
8	RTC-3B	August 29 – September 1	SW 6	Data Visualization Using Infographics <sup>1</sup>
9	RTC-4B	September 18 – 22	TWP 1	Technical Writing Course on Statistical Reports <sup>2</sup>
10	RTC-5B	September 25 – 29	TWP 2	Effective Presentation Skills and Techniques <sup>2</sup>

<sup>1</sup> Microsoft Excel® for Data Management (SW1) is a prerequisite to this course.

<sup>2</sup> Microsoft Excel® for Data Management (SW 1) and Basic Statistics 1: Descriptive Statistics (BS1) are the recommended prerequisites to this course.

**Note:**

- Regular Training Courses will be conducted using Zoom®. Participants who will register in these training courses should: use their own laptop/desktop with a modest camera; have a strong and stable internet connection with a speed of at least 2 Mbps; and use their headphones/earphones (for better reception) with built-in microphone for the duration of the training.
- For the course description and outline, you may access the link: <https://psrti.gov.ph/home/training/>

Type of Participant	2023 Registration Fees
<ul style="list-style-type: none"> <li>Employed in government agencies/offices</li> <li>Students</li> </ul>	Php 6,000 per person
<ul style="list-style-type: none"> <li>Employed in private agencies/offices</li> <li>Private individuals</li> </ul>	Php 14,340 per person
<ul style="list-style-type: none"> <li>International participants/agencies/offices</li> </ul>	USD 822 per person

**Notes:**

- Registered participants will be notified of any changes in the schedule.
- Full payment of training fees should be made to the PSRTI. The policy of **No Registration Payment, No Reservation** for each training course applies. A slot will only be considered available and reserved only upon full payment of training fees. **No partial or full refund will be made in case of partial attendance or non-attendance due to the fault of the participant. Further, payments made for a particular training cannot be applied to another training in case of non-attendance by the registered participant.** However, refund of training fees or transfer to another training is allowed if training cancellation is made by the PSRTI.
- Payment to the PSRTI is not subject to withholding tax per **Revenue Regulations No. 04-88, Section 3a**, to wit: "Withholding tax shall not apply on money payments to government agencies . . . received in the exercise of its functions."
- Bank charges when paying by bank transfer should be to the account of the participant. The PSRTI's account details are as follows:



Account name : Philippine Statistical Research and Training Institute  
Account number : 0702-1004-96  
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