



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

September 19, 2024

REGIONAL MEMORANDUM

No. **1116** s. 2024

UPDATES ON THE CONDUCT OF 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 reference to Regional Memorandum No. 1015 s. 2024, that pertains to the conduct of a Capacity Building on Advanced ICT Training in Microsoft Excel for Office Personnel from October 09 to 11, 2024, this Office, announces that the venue of activity is at **Ocean View Resort Hotel, Tolosa Leyte.**

2. The capacity-building sessions will be expertly facilitated by the following distinguished Resource Persons (RPs):

Resource Person	Topic
Clark Dave P. Arante <i>Senior Program Education Specialist</i>	LOOKUP Function
	IF function
Gary II. Ballon <i>Information Technology Officer I</i>	Visual Basic for Applications (VBA) Microsoft Excel
	Excel Online
Mikko S. Duero <i>Computer Programmer II</i>	MULTI-SELECT Drop-Down List
	Pivot Table

3. The participants must bring their laptops and any relevant reference materials necessary for reviewing the activity output.

4. All other provisions in the aforementioned Memorandum remain in effect.

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


EVELYN R. FETALVERO CESO III
 Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:
 CAPACITY BUILDING OFFICE PERSONNEL



HRRD-TJCP



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph



**INDICATIVE PROGRAM FOR ADVANCED ICT CAPACITY BUILDING:
MICROSOFT EXCEL TRAINING FOR OFFICE PERSONNEL**


Timeline	Session Topic/Activity	Resource Person
Day 0 October 09, 2024		
08:00 AM - 12:00 PM	Arrival and Check-in of Participants	Program Management Team
12:00 PM - 01:00 PM	Lunch Hour	
01:00 PM - 02:00 PM	Registration	
02:00 PM - 03:00 PM	Opening Program	Program Management Team
03:00 PM - 03:00 PM	Afternoon Wellness	
03:30 PM - 05:00 PM	LOOKUP Function - Understand and apply the LOOKUP function for data retrieval	Clark Dave P. Arante <i>Senior Program Education Specialist</i>
05:00 PM - Onwards	Evening Meal	
Day 01 October 10, 2024		
07:30 AM - 08:00 AM	Preliminaries Morning Exercise	Program Management Team
08:00 AM - 08:30 AM	Management of Learning	<i>To be arranged...</i>
08:30 AM - 10:00 AM	IF Function - Learn to use the IF function for conditional calculations	Clark Dave P. Arante <i>Senior Program Education Specialist</i>
10:00 AM - 10:30 AM	Morning Wellness	
10:30 AM - 12:00 PM	Visual Basic for Applications (VBA) - Automate tasks with VBA in Excel	Gary H. Ballon <i>Information Technology Officer I</i>
12:00 PM - 01:00 PM	Lunch Hour	
01:00 PM - 01:30 PM	Icebreaker	<i>To be arranged...</i>
01:30 PM - 03:00 PM	Excel Online - Navigate and utilize Excel Online for collaboration	Gary H. Ballon <i>Information Technology Officer I</i>
03:00 PM - 03:30 PM	Afternoon Wellness	
03:30 PM - 05:00 PM	Multi-Select Drop-Down List - Create and use a multi-select drop-down list in Excel	Mikko S. Duero <i>Computer Programmer II</i>
05:00 PM - Onwards	Evening Meal	
Day 02 October 11, 2024		
07:30 AM - 08:00 AM	Preliminaries Morning Exercise	Program Management Team
08:00 AM - 08:30 AM	Management of Learning	<i>To be arranged...</i>
08:30 AM - 10:00 AM	Pivot Table - Analyze large datasets with Pivot Tables	Mikko S. Duero <i>Computer Programmer II</i>
10:00 AM - 10:30 AM	Morning Wellness	

10:30 AM - Onwards	Closing Program	Program Management Team
--------------------	-----------------	-------------------------

Prepared by:


TED JUAN C. PELEÑO
Education Program Specialist II

Noted by:


HARVIE D. VILLAMOR EdD
Chief, Human Resource Development Division