



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



23 April 2024

REGIONAL MEMORANDUM

No. 403, s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

TRAINING ON DATA MANAGEMENT USING MS EXCEL

1. In reference to DM-HROD-2023-0617 titled "DepEd RO and SDO Office Functions, the Policy, Planning, and Research Division of this Office is responsible for providing technical assistance on data management.
2. In this regard, the PPRD, in collaboration with PS-EMISD, will hold a three-day training session on data management using Excel from June 4-6, 2024 at RELC-NEAP IV-A CALABARZON. Registered participants will receive additional information about this activity in your respective email.
3. At the end of the activity, participants are expected to:
 - 3.1 increase proficiency of participants in the use of MS Excel,
 - 3.2 improve familiarity on various features and functions of Excel in data management; and
 - 3.3 enhance skills in data management and report processing.
4. Please refer to the enclosure for the list of participants.
5. On or before May 15, 2024, participants must register using the following link and QR Code: <https://tinyurl.com/DataMngtexcel2024>.
6. For questions and clarifications, please contact Nerissa Z. Lauan, Regional Planning officer of Policy, Planning, and Research Division (PPRD) through email address: pprd.ncr@deped.gov.ph
7. Immediate dissemination of this Memorandum is directed.



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Enclosure

List of Participants

RO Personnel

No.	Names	Designation	Region Office
1	Rubia Mae A. Tagulinao	Administrative Aide VI	Quality Assurance Division
2	Nika A. Diaz	Administrative Aide VI	Human Resource Management Division
3	Freddie Jr. E. Romance	Administrative Aide VI	Legal and Investigation Unit
4	Eduardo A. Abutal	Administrative Assistant V	Public Affairs Unit
5	Melody N. Jolo	Administrative Aide VI	Field Technical Assistance Division
6	Ruzcko Angelo F. Festejo	Draftsman II	Education Support and Services Division
7	Geraldine T. Alizer	Administrative Assistant I	Regional Payroll Services Unit
8	Daniel Morris O. Dimagiba	Computer Maintenance Technician I	Information and Communication Technology
9	Michaela B. Antonio	Contract of Service	Office of the Regional Director
10	Naynie L. Ducut	Administrative Officer V	Cash Unit
11	Precious M. Villareal	Administrative Officer V	Records Unit
12	Aira L. Alarcon	Administrative Officer II	Personnel Unit
13	Arianne O. Astrero	Administrative Officer I	Assets Unit

SDO SEPS Planning and Research and Planning Officer III

No.	Names	Designation	Schools Division Office
1	Romina Agustin	Senior Education Program Specialist (SEPS)-Planning & Research	Caloocan City
2	Sharon C. Razon	Senior Education Program Specialist (SEPS)-Planning & Research	Las Piñas City
3	Rina Angeles	Senior Education Program Specialist (SEPS)-Planning & Research	City of San Juan
4	Raynan R. Marcelo	Senior Education Program Specialist (SEPS)-Planning & Research	Makati City



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5	Mutya R. Dadizon	Senior Education Program Specialist (SEPS)-Planning & Research	Malabon City
6	Christian Marx Rivero	Senior Education Program Specialist (SEPS)-Planning & Research	Mandaluyong City
7	Andrei Nicolai Pacheco	Senior Education Program Specialist (SEPS)-Planning & Research	Manila City
8	Noemi A. Velario	Senior Education Program Specialist (SEPS)-Planning & Research	Marikina City
9	Phoebe Arroyo	Senior Education Program Specialist (SEPS)-Planning & Research	Muntinlupa City
10	Bonifacio D. Dullas IV	Senior Education Program Specialist (SEPS)-Planning & Research	Navotas City
11	Evangeline C. Dabuit	Senior Education Program Specialist (SEPS)-Planning & Research	Parañaque City
12	Maria Jacqueline Bernardino	Senior Education Program Specialist (SEPS)-Planning & Research	Pasay City
13	Lovely Rollaine Borja Cruz	Senior Education Program Specialist (SEPS)-Planning & Research	Pasig City
14	Edgar Allan V. Oliver, Jr.	Senior Education Program Specialist (SEPS)-Planning & Research	Quezon City
15	John Keeneth Ferrera	Senior Education Program Specialist (SEPS)-Planning & Research	Taguig City and Pateros
16	Ruel Dogma	Senior Education Program Specialist (SEPS)-Planning & Research	Valenzuela City
17	Jasper H. Salangsang	Division Planning Officer (DPO)	Caloocan City
18	Eloisa D. Mojica	Division Planning Officer (DPO)	Las Piñas City
19	Michael P. Rull	Division Planning Officer (DPO)	City of San Juan
20	Lea D. Miralpes	Division Planning Officer (DPO)	Makati City



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21	Federico M. Calderon Jr.	Division Planning Officer (DPO)	Malabon City
22	Ma. Delma A. Abringe	Division Planning Officer (DPO)	Mandaluyong City
23	Menerisa E. Pascual	Division Planning Officer (DPO)	Manila City
24	Reinan Ignacio	Division Planning Officer (DPO)	Marikina City
25	Joseph D. Nilo	Division Planning Officer (DPO)	Muntinlupa City
26	Jonell A. Sison	Division Planning Officer (DPO)	Navotas City
27	Ma. Theresa Manansala	Division Planning Officer (DPO)	Parañaque City
28	Jonalyn Suzara	Division Planning Officer (DPO)	Pasay City
29	Michelle S. Bazar	Division Planning Officer (DPO)	Pasig City
30	Sharon Gutierrez	Division Planning Officer (DPO)	Quezon City
31	Ma. Theresa C. Bernabe	Division Planning Officer (DPO)	Taguig City and Pateros
32	Connie Sison	Division Planning Officer (DPO)	Valenzuela City

Program Management Team

No.	Names	Designation	Region Office
1	Lilia A. Ricero	OIC-Chief/EPS	Policy, Planning and Research Division
2	Herbert D. Vertucio	Education Program Supervisor	Policy, Planning and Research Division
3	Nerissa Z. Lauan	Planning Officer III	Policy, Planning and Research Division
4	Marco B. Realista	Planning Officer III	Policy, Planning and Research Division
5	Vergel Jairus J. Emas	Education Program Specialist II	Policy, Planning and Research Division
6	Joseph T. Indicio	Statistician I	Policy, Planning and Research Division