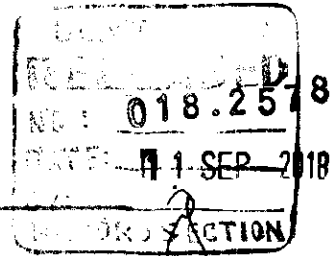




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net



September 8, 2018

TRAVEL ORDER

No. 1141, s. 2018

TO : **DAE P. HABALO**
 Senior Education Program Specialist

NORBERTO L. BANATANTO, JR.
 Administrative Assistant II

OFFICE : Planning & Research Section - SGOD, Division of Negros Oriental

PURPOSE : To attend the **WORKSHOP on BASIS DATA MANAGEMENT AND STATISTICS USING MS EXCEL**

DATE OF TRAVEL/ : **September 9-15, 2018**

PLACE/VENUE : **MAXWELL HOTEL, N. ESCARIO ST. BRGY. CAMPUTHAW, CEBU CITY**

ALLOWED/ CHARGED TO: (Division MOOE, subject to the usual accounting and auditing rules and regulations)

- _____ : Registration/ Transportation and other incidental expenses
- _____ : Transportation
- _____ : Meals & Board and Lodging
- _____ ✓ : Transportation/Per Diem & other incidental expenses

WILFREDA D. BONGALOS, Ph. D. CESO V
 Schools Division Superintendent
 9/10/18



Republic of the Philippines
Department of Education
REGION VII, CENTRAL VISAYAS

Policy, Planning and Research Division

SEP 06 2018

REGIONAL MEMORANDUM

No. **0656** s. 2018

WORKSHOP ON BASIC DATA MANAGEMENT AND STATISTICS USING MS EXCEL

TO: Schools Division/City Superintendents

1. In line with our strategic direction to provide professional development to teaching and non-teaching personnel in the Department, this Office will be conducting a Workshop on Basic Data Management and Statistics using MS Excel this coming September 10-14, 2018 at Cebu City.
2. The participants of this activity are as follows:
 - a. Regional Office – PPRD Chief and PPRD Personnel
 - b. Division Office - Division Planning Officer; and Senior Education Program Specialist (SEPS) – Planning and Research.
3. Honorarium of the resource person, food and accommodation of participants, and venue shall be chargeable against Regional HRTD funds and will be prepared by DepEd Ecotech Center, while transportation and incidental expenses of Division participants shall be chargeable against their division local funds subject to the usual accounting and auditing rules and regulation.
4. Participants can check-in as early as 2:00PM of September 9, 2018 while check-out shall be 12:00PM of September 15, 2018. First meal to be served shall be dinner while last meal to be served shall be breakfast.
5. Participants to this activity shall pre-register using this link <http://www.deped.in/regform2018>. Failure to pre-register shall be deemed as waiver for the provision of accommodation. Each participant shall be required to bring at least 1 laptop each, extension cords and portable WIFI device.
6. Details of the activity and other requirements is attached as Annex A of this Memorandum and is deemed an integral part thereof.
7. For immediate dissemination and compliance.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO IV
Director IV, *Policy*

JAM/STJMU/CD/ECO/AR

Office of the Director (ONDir), tel. Nos.: (032) 231-1433; 414-7399
Office of the Assistant Director (OARDir), tel. Nos.: (032) 255-4542
Administrative Service Division (ASD), Tel. Nos.: 414-7326, 414-4367, 414-7322; 414-4367
Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062
Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323

Field Technical Assistance Division (FTAOD), Tel. Nos.: (032) 414-7324
Finance Division (FD), Tel. Nos.: (032) 256-2375; 253-8061, 414-7321
Human Resource Development Division (HRDD), Tel. Nos.: (032) 255-5239
Policy, Planning, and Research Division (PPRD), Tel. Nos.: (032) 233-9030; 414-7065
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1971

Annex A Activity Outline

| WORKSHOP ON BASIC DATA MANAGEMENT AND STATISTICS USING MS EXCEL | |
|--|---|
| <i>Source of Funds</i> | Regional HRTD |
| <i>Date of Activity</i> | September 09-15, 2018 |
| <i>Functional Division</i> | Policy, Planning and Research Division (PPRD) |
| <i>PMIS WFP Status</i> | Enrolled in the WFP 2018 of PPRD |

I. Objectives

1. Understand the use of MS Excel in Data Management and Statistics
2. Apply the basic concepts of data management and statistics
3. Produce outputs as required by the resource speakers

II. Legal Basis

- Approved 2018 WFP for PPRD
- DepEd Order No. 15, s. 2017
- DBM Circular 2007-1

III. Matrix of Activities

Day 0 – Sunday – September 16, 2018

| Time | Activity | Locus of Control |
|----------------------|--|----------------------|
| 08:00 AM to 02:00 PM | Logistical Preparation and Last Minute Preparations | PPRD Chief and Staff |
| 02:00 PM to 05:00 PM | Check-in of Participants Final Inspection and Preparation of Site Dinner | PPRD Chief and Staff |

Day 1 – Monday – September 10, 2018

| Time | Activity | Locus of Control |
|-----------------------|---|--|
| 06:00 AM to 08:00 AM | Registration and Breakfast | PPRD Staff |
| 08:05 AM to 08:15 AM | Preliminaries | PPRD Staff |
| 08:15 AM to 08:25 AM | Introduction of Participants | Mr. Rey P. Tan, EPS-PPRD |
| 08:25 AM to 08:30 AM | Objectives and Introduction of Resource Persons | Dr. Maria Jesusa C. Despojo Chief, PPRD |
| 08:30 AM to 12:00 PM | <i>Session 1: Introduction to MS Excel Workshop 1</i> <i>Session 2: Types of Data Workshop 2</i> | |
| 12:00 PM to 01:00 PM | LUNCH | PPRD Staff <i>MOL – Bogo City & Bohol</i> |
| 01:00 PM to 05: 00 PM | <i>Session 3: Data Manipulation and Techniques in MS Excel Workshop 3</i> | |

Day 2 – Tuesday – September 11, 2018

| Time | Activity | Locus of Control |
|----------------------|--|---|
| 06:00 AM to 08:00 AM | Registration and Breakfast | PPRD Staff |
| 08:05 AM to 08:15 AM | Preliminaries | PPRD Staff |
| 08:15 AM to 08:30 AM | Management of Learning | <i>Bais City & Bayawan City</i> |
| 08:30 AM to 12:00 PM | <i>Session 4: Data Management - 1 Workshop 4</i> <i>Session 5: Data Management - 2 Workshop 5</i> | |
| 12:00 PM to 01:00 PM | LUNCH | PPRD Staff <i>MOL – City of Naga & Cebu City</i> |
| 01:00 PM to 05:00 PM | <i>Session 6: Data Management 3 Workshop 6</i> | |

Day 3 – Wednesday – September 12, 2018

| Time | Activity | Locus of Control |
|----------------------|--|--|
| 06:00 AM to 08:00 AM | Registration and Breakfast | PPRD Staff |
| 08:05 AM to 08:15 AM | Preliminaries | PPRD Staff |
| 08:15 AM to 08:30 AM | Management of Learning | Cebu Prov. & Danao City |
| 08:30 AM to 12:00 PM | Session 1: Introduction to Statistics Workshop 1 Session 2: Descriptive Statistics 1 Workshop 2 | |
| 12:00 PM to 01:00 PM | LUNCH | PPRD Staff MOL – Dumaguete City & Guihulngan City |
| 01:00 PM to 05:00 PM | Session 3: Descriptive Statistics 2 Workshop 3 | |

Day 4 – Thursday – September 13, 2018

| Time | Activity | Locus of Control |
|----------------------|--|--|
| 08:00 AM to 08:00 AM | Registration and Breakfast | PPRD Staff |
| 08:05 AM to 08:15 AM | Preliminaries | PPRD Staff |
| 08:15 AM to 08:30 AM | Management of Learning | Lapu-Lapu City & Mandaue City |
| 08:30 AM to 12:00 PM | Session 4: Descriptive Statistics 3 Workshop 4 Session 5: Inferential Statistics 1 Workshop 5 | |
| 12:00 PM to 01:00 PM | LUNCH | PPRD Staff MOL – Negros Oriental & Siquijor |
| 01:00 PM to 05:00 PM | Session 6: Inferential Statistics 2 Workshop 6 | |

Day 5 – Friday – September 14, 2018

| Time | Activity | Locus of Control |
|----------------------|--|---|
| 06:00 AM to 08:00 AM | Registration and Breakfast | PPRD Staff |
| 08:05 AM to 08:15 AM | Preliminaries | PPRD Staff |
| 08:15 AM to 08:30 AM | Management of Learning | Tagbilaran City & Tanjay City |
| 08:30 AM to 12:00 PM | Session 7: Hypothesis Testing 1 Workshop 7 Session 8: Hypothesis Testing 2 Workshop 8 | |
| 12:00 PM to 01:00 PM | LUNCH | PPRD Staff MOL – Toledo City & Carcar City |
| 01:00 PM to 05:00 PM | Session 9: Hypothesis Testing 3 Workshop 9 | |

Day 6 – Saturday – September 15, 2018

| Time | Activity | Locus of Control |
|---------------------|-------------------------|-------------------------|
| 8:00 AM to 12:00 PM | Breakfast and Check-out | PPRD Staff |

IV. Food, Accommodation and Venue Requirements

| Item | Day 0 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|---------------|----------------------------|------------------------------------|--|--|--|--|---------------------|
| Food | 35 pax (Dinner Only) | 49 pax (Breakfast to Dinner) | 49 pax (Breakfast to PM Snacks) | 49 pax (Breakfast to PM Snacks) | 49 pax (Breakfast to PM Snacks) | 49 pax (Breakfast to PM Snacks) | 49 pax breakfast |
| Venue | N/A | 1 Plenary | 1 Plenary | 1 Plenary | 1 Plenary | 1 Plenary | N/A |
| Accommodation | 35 pax | 49 pax | 49 pax | 49 pax | 49 pax | 49 pax | N/A |

VI. Budget

| Item | Day 0 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------|
| Food, Venue and Accommodation | 35 x Php 1,200.00 | 49 x Php 2,000.00 | 49 x Php 2,000.00 | 49 x Php 2,000.00 | 49 x Php 2,000.00 | 49 x Php 2,000.00 | 49 x Php 200 |
| | Php 42,000.00 | Php 98,000.00 | Php 98,000.00 | Php 98,000.00 | Php 98,000.00 | Php 98,000.00 | Php 9,800.00 |
| Honorarium Day 1-2 | - | Php 7746.18 | Php 7746.18 | - | - | - | - |
| Honorarium Day 3-5 | - | - | - | Php 16,340.12 | Php 16,340.12 | Php 16,340.12 | - |
| Daily Total | Php 42,000.00 | Php 105,746.18 | Php 105,746.18 | Php 114,340.12 | Php 114,340.12 | Php 114,340.12 | Php 9,800.00 |
| TOTAL | | | | | PHP 606,312.72 | | |