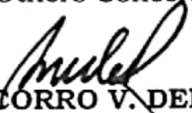


Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-SGOD-UM-08-10-23/RCB

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of the District
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : **COMPOSITION OF COMMITTEES FOR REGIONAL PART II:
UPSKILL FOR PLANNING OFFICERS AND SELECTED PPRD
PERSONNEL ON DATA ANALYTICS, DATA MANAGEMENT,
AND M&E TOOL AUTOMATION**

DATE : August 10, 2023

1. Relative to Regional Memorandum No. 241, s. 2023 "Part II: Undertaking Professional Sessions for Knowledge in IT for Lifelong Learning (UPSKILL) for Planning Officers and Selected PPRD Personnel on Data Analytics, Data Management, and M&E Tool Automation" to be hosted by SDO Catanduanes on August 29-31, 2023 the following are the committees for the aforementioned event.

I. Working Committees

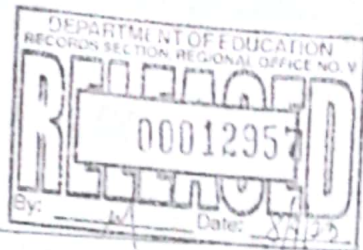
- | | |
|-------------------------|--|
| A. Accommodation | D. Health and Safety |
| • Rey C. Bonayon | * Dra. Kristine G. Santelilces and Two (2) nurses on duty |
| • Dave B. Tantiado | * Maria Audrea L. Vivo |
| • Andreliel T. Lumbao | * Joy Suaviso |
| B. Program | E. M&E |
| • Sarah S. Chiong | * Achilles V. Alberto I |
| • Elizabeth S. Urbano | * Dessa Nhie M. Matienzo |
| C. Transportation | |
| • Eva S. Tolentino | |
| • Roderick R. Geromo | |
| • Gregorio M. Almojuela | |

2. For information, guidance and compliance.





Republic of the Philippines
Department of Education
REGION V - BICOL



Office of the Regional Director

August 2, 2023

REGIONAL MEMORANDUM
No. 341, s. 2023

**PART II: UNDERTAKING PROFESSIONAL SESSIONS FOR KNOWLEDGE IN
IT FOR LIFELONG LEARNING (UPSKILL) FOR PLANNING OFFICERS
AND SELECTED PPRD PERSONNEL ON DATA ANALYTICS, DATA
MANAGEMENT, AND M&E TOOL AUTOMATION**

To : Assistant Regional Director
Schools Division Superintendents
Chief of Policy, Planning, and Research Division
Chiefs of the Schools Governance and Operations Division (SGOD)
RO/SDO Planning Officers
All Others Concerned

1. DepEd Region V, through the Policy, Planning and Research Division (PPRD), supports the efforts of the Department of Education (DepEd) to provide Regional Offices, Schools Division Offices, Schools, and other stakeholders accurate, and updated data for policy, planning, research, and other data-driven decisions. Hence, the Part II of UPSKILL (Undertaking Professional Sessions for Knowledge in IT for Lifelong Learning) on Data Analytics will be conducted on August 29-31, 2023 at a venue within Catanduanes. The training matrix, exact venue, and other administrative concerns will be sent through a separate advisory.

2. At the end of this three-day training workshop the participants are expected to:
- appreciate the importance of evidence-based decision making and the need for real time data collection;
 - gain an immersive understanding of the practices and processes used by a data analyst in their day-to-day job;
 - understand how to clean and organize data for analysis, and complete analysis and calculations using spreadsheets;
 - learn key analytical skills (data cleaning, analysis, & visualization) and tool- spreadsheets;
 - learn how to visualize and present data findings in dashboards, presentations, and commonly used visualization platforms, i.e., prepare and presents CRLA findings; and
 - manage and maintain the CRLA dashboards and create other dashboards, as needed.




Regional Center Site, Rawis, Legazpi City 4500

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✉ region5@deped.gov.ph

MATATAG
Lungsod ng Matatag | Bicol Region

3. The expected participants are the selected PPRD Personnel, RO/SDO Planning Officers, SDO Selected Planning and Research Staff (involve in Data Management) and selected personnel of SDO Catanduanes.
4. Expenses related to the conduct of this activity such as venue, meals, supplies/materials/kit, accommodation of the participants and other incidental expenses will be charged against the funds of Organizational and Professional Development for Non-Teaching Personnel (OPDNTP). Further, the travelling and other incidental expenses to be incurred by the RO participants will be charged to RO Funds, while the travelling and other incidental expenses of SDO participants will be charged to their respective Division/Local Funds subject to the existing budgeting, accounting, and auditing rules and regulations.
5. Attached is the Indicative Matrix, for reference.
6. For queries, kindly communicate with Ms. Mercy S. Castillo of the Policy, Planning, and Research Division through email at pprd.rov@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encl.: As stated.

To be indicated in the Perpetual Index
under the following subjects

**DATA ANALYTICS
DATA VISUALIZATION
TRAINING
WORKSHOP**

PPRD/msc
08/02/2023

**PART II: UNDERTAKING PROFESSIONAL SESSIONS FOR KNOWLEDGE IN IT FOR LIFELONG LEARNING
 [UPSKILL] FOR PLANNING OFFICERS AND SELECTED PPRD PERSONNEL ON DATA
 ANALYTICS, DATA MANAGEMENT, AND M&E TOOL AUTOMATION**

August 29-31, 2023; 8:00AM to 5:00PM

| TIME | TOPIC | OBJECTIVES | IN-CHARGE/ RESOURCE PERSON |
|---------------------------|--|---|----------------------------------|
| August 29, 2023 - Tuesday | | | |
| 8:00 -9:00 | Registration | | Training Secretariat |
| 9:00-9:30 | Prayer Phil. National Anthem Bicol Regional March DepEd QPS Welcome Message Rationale & Objectives House Rules | | Training Secretariat |
| 9:30-12:00 | Foundations ✓ Introducing Data Analytics ✓ All about Analytical thinking ✓ The wonderful world of data | <ul style="list-style-type: none"> • Define and explain key concepts involved in data analytics including data, data analysis, and data ecosystem • Conduct an analytical thinking self assessment giving specific examples of the application of analytical thinking • Discuss the role of spreadsheets, query languages, and data visualization tools in data analytics • Describe the role of a data analyst with specific reference to jobs/positions | Invited Resource Person |
| | Ask Questions to Make Data-Driven Decisions ✓ Effective questions | <ul style="list-style-type: none"> • Explain how each step of the problem-solving road map contributes to common analysis scenarios. • Discuss the use of data in the decision-making process. • Demonstrate the use of spreadsheets to complete basic tasks of the data analyst including entering and organizing data. | Invited Resource Person |

| TIME | TOPIC | OBJECTIVES | IN-CHARGE/ RESOURCE PERSON |
|------------------------------------|--|--|----------------------------------|
| | <ul style="list-style-type: none"> ✓ Data-driven decisions ✓ Spreadsheets basics ✓ Stakeholder needs/expectations | <ul style="list-style-type: none"> • Describe the key ideas associated with structured thinking. | |
| 1:00PM - 5:00PM | Prepare Data for Exploration <ul style="list-style-type: none"> ✓ Data types and structures ✓ Databases: Where data lives ✓ Organizing and protecting your data | <ul style="list-style-type: none"> • Explain factors to consider when making decisions about data collection • Discuss the difference between biased and unbiased data • Describe databases with references to their functions and components • Describe best practices for organizing data | Invited Resource Person |
| | Process Data from Dirty to Clean <ul style="list-style-type: none"> ✓ The importance of integrity ✓ Cleaning Data | <ul style="list-style-type: none"> • Define data integrity with reference to types of integrity and risk to data integrity • Apply basic SQL functions for use in cleaning string variables in a database • Develop basic SQL queries for use on databases • Describe the process involved in verifying the results of cleaning data | Invited Resource Person |
| August 30, 2023 - Wednesday | | | |
| 8:00AM - 12:00NN | Analyze Data to Answer Questions | <ul style="list-style-type: none"> • Discuss the importance of organizing your data before analysis with references to sorts and filters • Demonstrate an understanding of what is involved in the conversion and formatting of data | Invited Resource Person |

| TIME | TOPIC | OBJECTIVES | IN-CHARGE/ RESOURCE PERSON |
|-----------------------------------|---|---|---|
| | <ul style="list-style-type: none"> ✓ Organizing Data to begin analysis ✓ Formatting and adjusting data ✓ Aggregating data for analysis ✓ Performing data calculations | <ul style="list-style-type: none"> • Apply the use of functions and syntax to create SQL queries for combining data from multiple database tables • Describe the use of functions to conduct basic calculations on data in spreadsheets | |
| 1:00PM - 5:00PM | <p>Share Data Through the Art of Visualization</p> <ul style="list-style-type: none"> ✓ Visualizing data ✓ Creating data visualizations ✓ Crafting data stories ✓ Developing presentations and slideshows | <ul style="list-style-type: none"> • Discuss the importance of organizing your data before analysis with references to sorts and filters • Demonstrate an understanding of what is involved in the conversion and formatting of data • Apply the use of functions and syntax to create SQL queries for combining data from multiple database tables • Describe the use of functions to conduct basic calculations on data in spreadsheets | Invited Resource Person |
| August 31, 2023 - Thursday | | | |
| 8:00AM- 12:00NN | Presentations of Outputs | 13 SDOs and ROP | <p>MERCY S. CASTILLO PO-III Facilitator</p> <p>SHANNON D. ABOGADO AO-II Facilitator</p> |