



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

22 February 2024

UNNUMBERED MEMORANDUM  
OSDS-ICTU-02-22-2024/JBM

To : Assistant Schools Division Superintendents  
SDO Chiefs, Section/Unit Heads  
Public Schools Division Supervisors  
Public Elementary/Secondary School Heads  
District/School ICT Coordinators  
Teaching & Non-Teaching Personnel  
All Others Concerned

By the Authority of the SDS:

From : **ATTY. NORLITO P. AGUNDAY JR.**  
Attorney III/Officer-In-Charge

Date : February 22, 2024

Subject: **INVITATION FROM THE DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY (DICT), REGION V-CATANDUANES**

1. The **Department of Information and Communications Technology (DICT), Region V-Catanduanes** will conduct a webinar entitled **“Building Automated Forms with MS Word and MS Excel”** with 6 CPD Units to be held on **March 23, 2024, 8:00 A.M. to 5:00 P.M. via zoom**. Enclosed is the letter of invitation from DICT for other details related to the training.
2. Interested participants are advised to register to the following links:
  - a) <https://bit.ly/BAFMSWordExcel> (DICT) before the webinar and
  - b) <http://tinyurl.com/DICTWebinar24> (SDO Link) during the webinar for Division monitoring purposes.
3. For queries, please contact Ms. Maiko Zafe, PDO-II (CP #09077825697) or email at [maiko.zafe@dict.gov.ph](mailto:maiko.zafe@dict.gov.ph).
4. For information and guidance.



San Roque, Virac, Catanduanes

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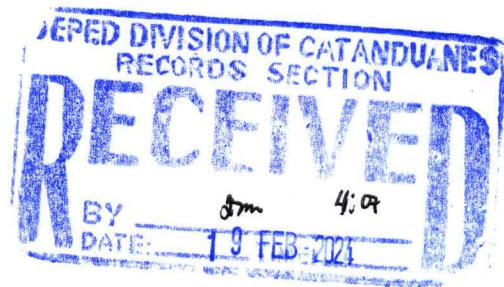
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

February 19, 2024

**MS. SOCORRO V. DELA ROSA**  
Schools Division Superintendent  
Division of Catanduanes  
Virac, Catanduanes



Dear Ma'am Dela Rosa,

Greeting from the Department of Information and Communications Technology (DICT) Region V – Catanduanes!

The ICT Literacy and Competency Development Bureau (ILCDB) of the Department of Information and Communications Technology (DICT), will be conducting a webinar on **“Building Automated Forms with MS Word and MS Excel with 6 CPD units”** to be held on **March 23, 2024, 8:00 AM to 5:00 PM via Zoom.**

This webinar activity is intended to focus on creating seamless school forms such as student registration, report cards, and profiling using database automation using Microsoft Office products.

The course is composed of the following:

1. Building databases using Excel through Data Validation Function
2. Building Automated Forms using MS Word


In line with this, may we request participants from your good office to attend the webinar. Due to the overwhelming response and limited slots available, we kindly request that all participants join the webinar using a single virtual room. This will ensure that we can accommodate everyone interested in attending and facilitate a seamless experience for all.

To join the webinar, you must first register in the link provided below.

Link here: <https://bit.ly/BAFMSWordExcel>

Should you have further concerns on this matter, please contact Ms. Maiko T. Zafe, Project Development Officer II at 0907 782 5697 or through email at [maiko.zafe@dict.gov.ph](mailto:maiko.zafe@dict.gov.ph).

Very truly yours,

  
**MARIO JOHN D. GONZALES**  
OIC – Provincial Officer  
DICT Region V Catanduanes