



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

February 20, 2023

DIVISION MEMORANDUM  
NO. 089 s. 2023

**VIRTUAL CAPACITY BUILDING ORIENTATION ON DATA ANALYSIS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
Schools Governance and Operations Division  
Public Schools District Supervisors/Officers-In-Charge of the Districts  
Public Elementary, Secondary and Integrated School Heads  
All others concerned

1. As per Regional Memorandum No. 35, s. 2023 titled “Capability Building on Data Analysis” the Planning and Research Section will conduct an echo Virtual Capacity Building Orientation on Data Analysis on February 28, 2023 from 9AM to 5 PM.
2. This activity aims to capacitate the school heads and School Planning Officers on data analysis, interpretation, and presentation which are crucial in education planning, policy and program implementation.
3. The participants to this activity are the Public Elementary, Secondary and Integrated School Heads and School Planning Officers .
4. The link to this virtual orientation will be posted in the District Planning Officers Group Chat in FB messenger.
5. Attached are the outline matrix and list of Resource Speakers for your guidance.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 2 to SDM No. 089s, 2023

**TRAINING MATRIX**  
Virtual Capacity Building Orientation on Data Analysis  
February 28, 2023

Time	Activity/Session	Speaker
9:00 - 9:30 AM	National Anthem	On-air
9:30 - 9:45 AM	Prayer	On-air
9:45 - 10:00 AM	Welcome Address	Marlon P. Destreza – SGOD Chief
10:00 -10:15 AM	Inspirational Speech	Miguel Mac D. Aposin Schools Division Superintendent
10:15 - 12:00 NN	Data Analysis	Marggie Obligacion - SEPS
12:00 - 1:00 PM	Lunch Break	
1:00 – 1:30 PM	Data Presentation Techniques	Jennifer D. Catalan
1:30 - 200 PM	Quarterly Grades Integration in the LIS	Eduardo Villafuerte
2:00 - 4:00 PM	Canva	Joven Loja
4:00 - 5:00 PM	Q&A	Eduardo Villafuerte

**ANNEX A**

**Resource Speaker**

Eduardo Villafuerte  
Marggie Obligacion  
Jennifer D. Catalan  
Joven J. Loja- Teacher I Mambusao National High School



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Republic of the Philippines  
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REGION VI – WESTERN VISAYAS

JAN 17 2023

REGIONAL MEMORANDUM

No. 35, s. 2023

**CAPACITY BUILDING ON DATA ANALYSIS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. The Policy, Planning and Research Division of this Office will conduct the Capacity Building on Data Analysis on **January 25-27, 2023 in Iloilo City.**
2. This activity aims to capacitate the PPRD personnel and Division Planning Officers on data analysis, interpretation, and presentation which are crucial in education planning and policy and program implementation.
3. The expected participants are the PPRD personnel and **Division Planning Officers.** Each participant is requested to bring laptop, extension cord, and softcopy of the basic education data for the workshop.
4. Food and accommodation expenses shall be charged against Regional Office Program Support Fund-LIS & BEIS while travelling expenses of the participants to local funds subject to the usual accounting and auditing rules and regulations.
5. First meal is dinner on Day 0-January 25, 2023 while the last meal is PM snacks on the Day 2-January 27, 2023.
6. For more inquiries, contact PPRD Office through Telephone No.: (033) 5033095 and look for Dr. Eulah Acosta, Planning Officer III.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encls: None  
References: None

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING

PLANNING

OPERATION




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Republic of the Philippines  
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REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION ACCOMPLISHMENT REPORT  
FOR THE ROLLOUT OF THE CAPACITY BUILDING ON DATA ANALYSIS**

<b>ACTION STEPS</b>	<b>ACTIVITIES (As Indicated in the Action Plan)</b>	<b>PARTICIPANTS</b>	<b>FUND SOURCE</b>	<b>STATUS OF ACCOMPLISHMENT</b>
<b>I. PRE-ROLLOUT</b>	Prepare Training/Program Design	PO	None	
	Prepare Division Memo	PO	None	
<b>II. DURING ROLLOUT</b>	Conduct CB on Data Analysis	PO, SGOD Chief, District Planning and Secondary Mother Schools	None	
<b>III. POST-ROLLOUT</b>	Prepare and submit Accomplishment Report	PO	None	


Submitted by:

  
EDUARDO VILLAFUERTE  
Planning Officer

Noted:

  
MARLON P. DESTREZA EdD.  
SGOD Chief

Certified Correct:

  
MIGUEL MAC D. APOSIN, EdD, CESO V  
Schools Division Superintendent



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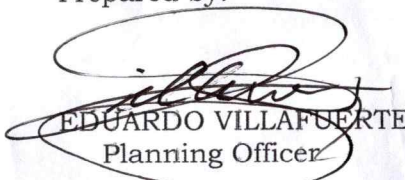
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REGION VI - WESTERN VISAYAS


ACTION STEPS	ACTIVITIES	EXPECTED OUTPUT/S AND DOCUMENTATION	TIMEFRAME		PERSON RESPONSIBLE	RESOURCES NEEDED	TARGET BUDGET & SOURCE OF FUND
			START	END			
<b>I. PRE-ROLLOUT</b>	Prepare Training/ Program Design	Signed Program Design	February 15, 2023	February 15, 2023	PO	Laptop	None
	Prepare Division Memorandum	Signed Division Memo					
<b>II. DURING ROLLOUT</b>	Conduct Orientation on Data Analysis to 471 School Heads	a. Attendance	February 20, 2023	February 20, 2023	PO	Internet Laptop	None
		b. Workshop outputs					
<b>III. POST-ROLLOUT</b>	Prepare and submit Accomplishment Report	c. Screenshots/Pictures			PO	Laptop	None
		Submitted Accomplishment Report	February 22, 2023	February 22, 2023			


Prepared by:

Noted:

Approved:

  
EDUARDO VILLAFUERTE  
Planning Officer

  
MARLON P. DESTREZA EdD.  
SGOD Chief

  
MIGUEL MAC D. APOSIN, EdD, CESO V  
Schools Division Superintendent



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**SCHOOLS DIVISION ACTION PLAN  
FOR THE ROLLOUT OF THE CAPACITY BUILDING ON DATA ANALYSIS**

<b>OBJECTIVE/S</b>	<b>Capacitate the 471 schools in the use of Data Analysis</b>
<b>PERIOD COVERED</b>	<b>February 15-22, 2023</b>
<b>VENUE OF THE ROLLOUT</b>	<b>Capiz Division Multi-purpose Hall</b>
<b>TOTAL NUMBER OF SCHOOLS</b>	<b>471</b>
<b>TOTAL NUMBER OF PARTICIPANTS</b>	<b>471</b>



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