



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

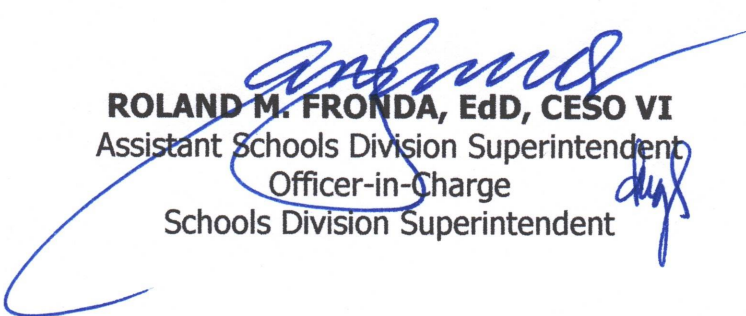
FEB 24 2022

DIVISION MEMORANDUM
No. 058, s. 2021

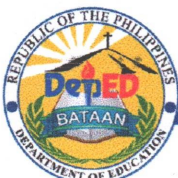
KNOWLEDGE ENRICHMENT: COMPUTER LITERACY

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Administrative Officer V - Personnel
All Others Concerned

1. This Office announces that the Budget Office will hold a Seminar-workshop on Computer Literacy on March 4, 2022, 9:00AM to 4:00PM in Schools Division Office – Conference Room.
2. The activity aims to:
 - To discuss computer techniques that will help employees in their reporting.
 - To be updated with the latest computer application that is applicable and can be used for better reporting.
 - To be updated on the latest government rules/guidelines for a more effective and efficient utilization.
 - To objectively analyze and accept suggestions on how to make the daily work easy and manageable with the aid of new computer applications and techniques.
3. Physical attendance is earnestly desired strictly following the required health protocol.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

F2/
February 23, 2022



"We Mould Heroes"

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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List of Participants

Mylene Santos
Maria Fe Martonito
Maria Ofelia Gaita
Krizza Marie Lopez
Marjorie Diego
Ahlene Khaye Matilde

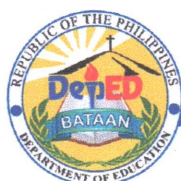
Speaker: Jumel Caraig

Matrix of Activities

March 4, 2022

Time	Topic	Speaker
9:00 AM – 12:00 PM	V Look up Functions	Jumel Caraig
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Advance Excel	Jumel Caraig
2:00 PM – 3:00 PM	Workshop	Mylene Santos
3:00 PM – 4:00 PM	Other Concern (SWOT Analysis)	Mylene Santos

**The activity was dated February 24, 2022 in the Budget Proposal. It is rescheduled to March 4, 2022 upon the availability of the speaker.*



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