



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Advisory No. 246, s. 2022

October 03, 2022

OCT 04 2022

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per (DO) 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/ staff, as well as the concerned public.  
(Visit [www.depedmuntinlupa.ph](http://www.depedmuntinlupa.ph))

**FUNDAMENTALS OF DATA MANAGEMENT AND REPORTING USING  
SPREADSHEET TRAINING WORKSHOP – NOVEMBER 5, 12 & 19, 2022**

Attached is an invitation letter from **Strategic One Business Management Consultancy Firm (STRAT One)**, dated September 28, 2022 re: **Fundamentals of Data Management and Reporting using Spreadsheet Training Workshop – November 5, 12 & 19, 2022**, contents of which are self-explanatory, for the information and guidance of all concerned.

Target participants are school administrators, teachers, researchers, and other professionals from public and private schools.

Participation of public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Moreover, schools are reminded of the “No Collection and No Selling of Tickets Policy” stipulated in DepEd Order Nos. 19 and 40, s. 2008 and RA Nos. 4206 and 5546.

**NERISSA ROXAS-LOMEDA PhD**

OIC- Assistant Schools Division Superintendent

GAA / Fundamentals of Data Management and Reporting using Spreadsheet Training Workshop  
246 / October 03, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
(02) 8805 - 9935, (02) 8805 - 9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)



3100



DepEd Muntinlupa &lt;sdo.muntinlupa@gmail.com&gt;

## INVITATION: Fundamentals of Data Management and Reporting using Spreadsheet Training Workshop - November 5, 12 & 19, 2022

1 message

Data Science and Research Webinars (STRATOne) <datascience4@strat1ph.com>  
To: "sdo.muntinlupa" <sdo.muntinlupa@gmail.com>

Wed, Sep 28, 2022 at 7:40 AM

### Fundamentals of Data Management and Reporting using Spreadsheet Training Workshop - November 5, 12 & 19, 2022

Spreadsheet or MS Excel in particular is one of the most underrated software available in our computers. Learn how powerful spreadsheet is, by attending our upcoming workshop.

**Master the use of Spreadsheet (MS Excel).** Spreadsheet has been an important tool across the academe, public and private sector. However, many are not using this tool effectively. In this training course, participants will learn how to manage and present their data efficiently. Spreadsheets are not being used solely for accounting and finance. It has too many capabilities such as data analysis and reporting.

Everyone in an organization uses Spreadsheet. Allow us (STRATONE), to train you on how to use Spreadsheet effectively.

#### Objectives:

*Analyse relationships across information and data*

- Organise your company's data in a more structured manner
- Analyse your data effectively using various techniques
- Select the appropriate chart for your data
- Learn how to use Pivot table

**Note:** To access the course outline, description, and program of activities, send us an email.

The registration fee of **PHP3100.00** includes, **12% VAT**, digital handouts, datasets, installer of the software, digital certificates (of participation, completion, and attendance), recording of the webinar, and the learning experience. **OFFICIAL RECEIPTS** will be provided upon payment. **STRATONE is now a VAT company.**

STRAT One has been operating for a year now, catering to the market research and training requirements of BPOs, various government agencies, and academic institutions here in the country. The STRAT One (Strategic One Business Management Consultancy Firm) is an emerging business that provides world-class webinars, training, seminar, and conferences at an affordable price for the market. We believe that learning management, marketing, business strategy, data science, and research should be reasonable (the Philippines) to emerge as a leading business destination in the ASEAN. Moreover, STRAT One aims to democratize analytics here in the Philippines.

To register (copy-paste the link to your web browser): <<<https://forms.gle/N6Qhca5C7uEGGned6>>>

#### **\*\*Payment details:**

Account Name: Strategic One Business Management Consultancy Firm

Account Number: 3831-0043-38

Bank: Landbank of the Philippines (Alabang Business Center Branch)

Who should attend?

1. Government employees
2. Academicians who are doing and teaching research and statistics.
3. Private sectors, who wants to know alternative data analysis softwares that are FREE of charge.
4. Non-governmental organizations.
5. Students (undergraduate and graduate level).

**Our workshop usually starts at 9:00AM, and conclude by 4:00PM daily. We are using ZOOM to deliver our workshops.**

Thank you, and have a great year!

Regards,

STRAT One  
Yakal Road, Tunasan, Muntinlupa City  
Tel. no: 02-8-801-5903/09984604375